



FAI Club and League Online User Manual

Inform Content Management System (CMS)

Solution Document

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1 Overview of CMS Site

The Clubs portal acts as a hub to all member organisations and their member users. It allows for a website for all organisations and allows public, members and administrators to view, login and perform tasks.

Users who have no memberships to an organisation will see the pages and information available on the public side of the site. Users who have memberships for particular organisations will be able to login and view pages available to members and performs tasks like editing their personal details and subscriptions. Users who hold particular roles at an organisation will be able to login and view more detailed information and perform organisation specific tasks like creating/editing members, accessing player registration and competition portals and so on.

1.1 Common functions in CMS

This guide provides a brief overview of the navigation features that are available within the CMS website.

1.1.1 Menu Navigation

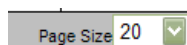
All functions on the site are accessed from the left hand menu.

Home	
News Centre	
Stats Centre	
▶ Club Details	
My Details	
▶ My Organisations	
▶ Website Editor	
▶ Player Management	
▶ Membership	Member List
▶ Team Management	Membership Types
▶ Events	Pending Memberships
	Export Member Data
	Email Members

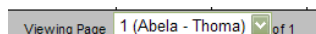
- The menu is separated into two blocks of available functions. A subset of the functions in the top block is available to all users before sign on.
- Place the mouse over a menu item to highlight that item.
- Items will appear in the bottom menu block according to your role(s). Therefore, you will only see those functions that your role needs to access.
- Some menu items contain further options. In this case a submenu will appear (such as for membership above)
- To select an option place your mouse over the relevant submenu option and click the left mouse button.

1.1.2 List Handling

There are a number of generic features related to the handling of list data. Typically, these are located at the bottom of the list.



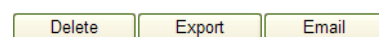
This selector determines the number of items in the list that appear on the page at any one time.



This selector allows the user to jump to a specific page position within the list

1.1.3 Multi-select List Functions

Some functions that appear towards the bottom of lists (e.g. Export, Email) can be applied to one or more items contained within the accompanying list. To use these functions select the checkboxes pertaining to the applicable items prior to selecting the function.



1.1.4 Tabbed Page

Some pages have tabs across the top of the page to allow faster access to related information. This is an alternative to scrolling down a single page containing a large amount of data. Clicking on any of the tabs will expose the information pertaining to the tab description.



1.1.5 Icons

Icons are used to undertake a specific function and are typically contained within lists. For example, items in the membership list screen contain three associated icons each performing specific functions.

Membership List

[Click here to search for members](#)

List All - [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

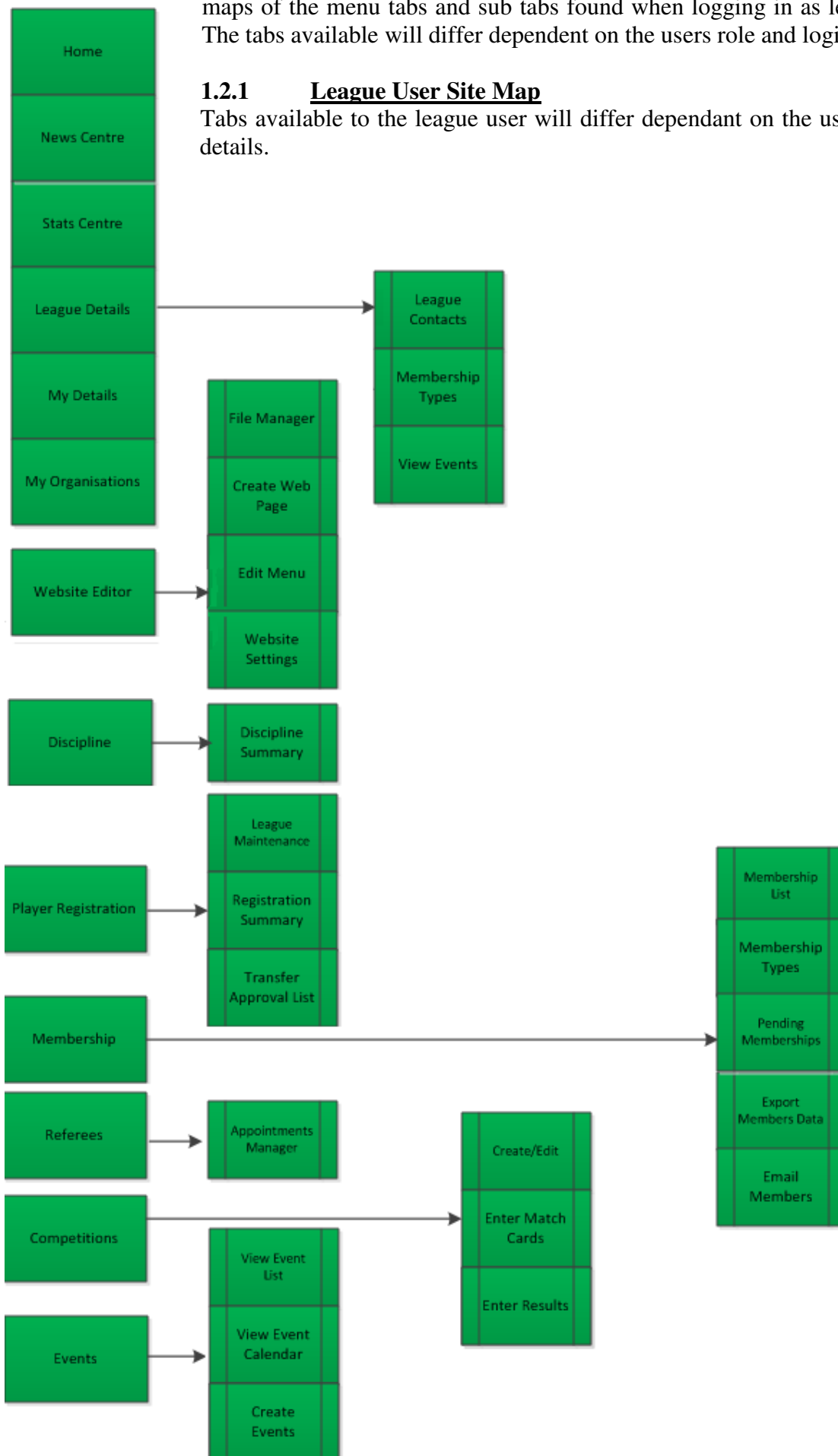
Type	Name	Renewal	Status	Phone/Email		CRB			<input type="checkbox"/>
Member	BCSA CRM User ▶ Competition Roles / Competition Manager	22/05/2009	MEMACTIVE						<input type="checkbox"/>

1.2 Site Maps

The site is made up of screens accessed through the menu on the left hand side of the screen, below are maps of the menu tabs and sub tabs found when logging in as league or club user. The tabs available will differ dependent on the users role and login details.

1.2.1 League User Site Map

Tabs available to the league user will differ dependant on the user's role and login details.



1.2.2 Club User Site Map

Tabs available to the club user will differ dependant on the user's role and login details.



2 Home Page

Each club and league has their own url link in order to access their own site.
The site will be something similar to the link below:

<http://inform.fai.ie/League/Clubs/portals/clubname>

The contents, defined by the club or league may include Latest news, Events calendar, Upcoming fixtures and Competition tables.

The screenshot shows the homepage of the Mayo Association Football League. At the top is a banner with a team photo and the league name. Below the banner is a search bar and a login section with fields for 'User Name' and 'Password', and a 'Login' button. The main content area is divided into three columns. The left column is a green sidebar menu with links: Home, News, League Stats, Divisions, Fixtures, Results, League Tables, Team List, Calendar Of Events, League History, Club Websites, and This Is A Test Page. The middle column has a 'Welcome!' message with a placeholder image and text, followed by 'Latest News' with a 'master page test' link. The right column features an 'Events Calendar' for March 2011, showing dates 01 through 06, with a pop-up for '08 Mar >> Events' listing matches: '14:00 Inver United vs Conn Rangers', '14:00 Crossmolina vs Glenisland United', and '14:00 Fahy Rovers vs Castlebar Celtic Womens'.

The home page has the following functions

Login – This allows the organisation members and other officers to login, view organisation's private pages and perform tasks

[Forgot password](#) **User Name** **Password**

Search – The search will search for all organisations and displays the CMS Website of the organisation if available

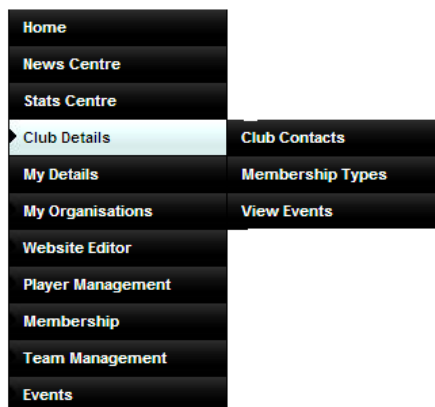
Find Club or League

Name
Type

Name	Type	Url
Abbeyside	Club	<input type="button" value="Go"/>
Abbotstown Veterans FC	Club	<input type="button" value="Go"/>

2 Records Found

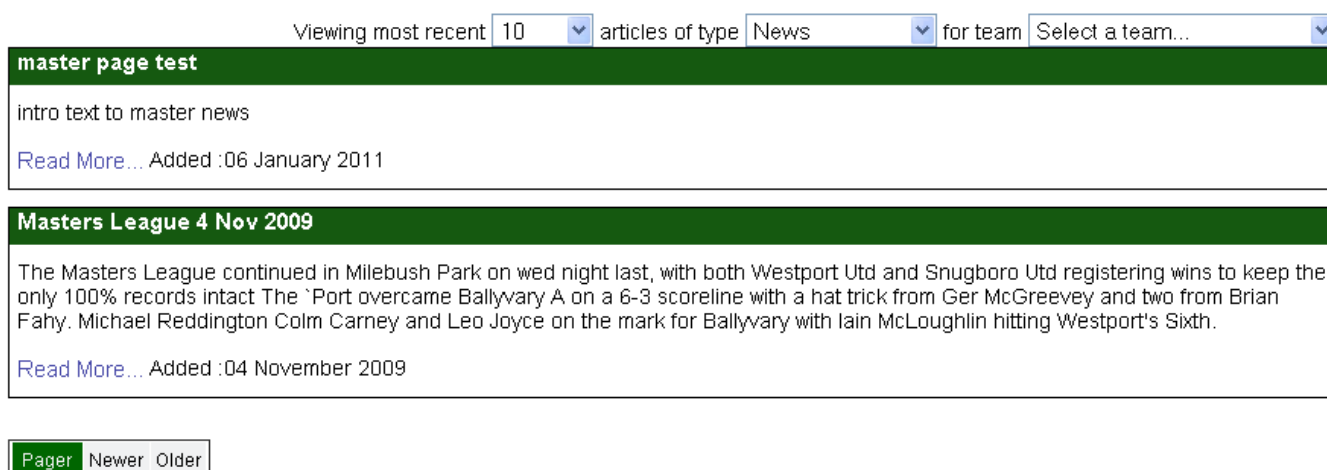
Left Menu – Users can navigate around the website using the left menu. The menu options displayed are dependent on the logged in user’s role and security settings.



The website administrator can control which pages are private and public through the Website Editor screens. See the chapter Website Editor for more details.

3 News Centre

News articles are displayed in the Home page or can be viewed in more detail by clicking on the News tab in the side menu. The articles can be filtered in the news tab by number, type and team. News articles are created through the events tab in the side menu. Create a new event and give it an Event Type of *News Article*. The title is the main headline and the body text is added via a basic text panel. The article can be set to display on the portal between certain dates. More details in the Events chapter.



4 Stats Centre

The Stats Centre tab contains information on the competitions that have been created online by the League. The Stats Centre is found in the main navigation menu and are set as published by the Competition stats are displayed as per the filter selections at the top of the screen. Season and Competition can be selected. Once selected the schedule, league table and Top stats are displayed.

The competition schedule can be printed via the link. Each of the team names for each match is a link to that teams own stats page. Clicking the venue link opens a map showing the location of the ground. All of the match stats are populated from the competition and match card portals.

Select Competition

Season Winter Competition EPW May

Schedule

Go to: Current Round Print Schedule

04 May 2011

Pool 1

North County Dublin 2-1 St Josephs No venue listed

Pool 1

Dublin Santos 10:00 Shamrock Rovers Futsal Weybridge, CORK

League Table

Pos	Name	P	W	D	L	PTS
1	North County Dublin	2	1	1	0	4
2	Shamrock Rovers Futsal	1	0	1	0	1
3	Dublin Santos	0	0	0	0	0
4	St Josephs	1	0	0	1	0

Top Stats

Goals

Players

In the schedule panel, the team names displayed are links to that clubs stats page. The detail in-between the two teams in fixture is the Kick off time for a future match or for a completed match the score is displayed. The score is a link to a view of the match card. To the right of the team names is the venue name, this is also a link, clicking on it opens a map displaying the location the fixture is to be played at.

5 Membership

The Membership section allows the authorised users to manage all tasks associated with managing members and their roles. The Player Entry Form (Under Player Management) is used to enter individuals as Players (players are not to be entered through the Membership list). This is important so that the data is added correctly to the system allowing players to be correctly assigned to teams.

Player Management	
Membership	Member List
Team Management	Membership Types
Events	Pending Memberships
	Export Member Data
	Email Members

5.1 Accessing Membership Details




All Club Members can navigate to the Member List screen from the Membership menu and view member details. Public users can also view Member details based on the particular members' security settings.

5.1.1 Search and View member's details

Membership List

[Click here to search for members](#)

List All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Type	Name	Renewal	Status	Phone/Email		CRB			<input type="checkbox"/>
Member	BCSA CRM User ▶ Competition Roles / Competition Manager	22/05/2009	MEMACTIVE						<input type="checkbox"/>

5.1.2 Search for member:

Click on the link (located above the table) to search for members or click on the letters to search for a member by their surname.

5.1.3 Access member details:




Click the Magnifying Glass icon next to the member's name. Alternatively, click on the member's name.

5.2 Creating and Editing Membership Details

The process and screens used for creating and editing a member are similar. Below the differences between creating and editing a member are described. Each of the screens is then described individually.

5.2.1 Creating a New Member

- Click Membership and select Member List to access membership list

Enquiry	Test Member ▶ Competition Roles / Competition Manager	21/06/2009	FULL					<input type="checkbox"/>
Page Size 20		Viewing Page 1 (CRM U - Membe) of 1		Viewing 1 - 6 of 6				
Create New Member		Email Selected Users		Export Selected Users		Create Report		

- Scroll to the bottom of the members list and click on Create New Member.
- Enter details (name and/or date of birth) for the member and click Search.

Create Member

Enter New Member Information

First Name Shane

Last Name O'Connell

DOB 26/10/1972


Search

- If the member does not exist, no results will be found and the option to add the new member by clicking the Add New button will be displayed.
- The personal details page will open with five other tabbed pages behind it.
- Proceed by entering relevant details for the member across the pages.

Personal Details	Contact Details	Membership	Security	Awards
-------------------------	-----------------	------------	----------	--------

For the create membership flow the save button is hidden, click on next to proceed to the next page. If any of the mandatory fields have not been filled then a message will warn the user and stop the next screen from displaying.

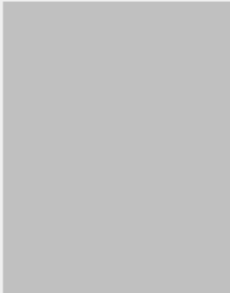
5.2.2 Editing a Members Details

- Click Membership and select Member List to access membership list.
- Find the Member whose details are to be edited and click on the Pencil () icon to open the five tabbed pages of membership details.

As the pages are navigated the user may modify data which will be retained should the page be returned to. Once all edits are complete the data must be saved by selecting the Save button.

Personal Details

When creating a new member this screen requires the first and last name and the date of birth field to be filled before continuing. If editing click on next to proceed to the next page or save to keep any changes.

Personal Details	Contact Details	Membership	Security	Awards
<div><div><h3>Personal</h3><p>Title <input type="text" value="Mr"/></p><p>First Name <input type="text" value="Darren"/></p><p>Known As <input type="text" value="Daz"/></p><p>Middle Name <input type="text" value="Peter"/></p><p>Last Name <input type="text" value="Berigan"/></p><p>Label <input type="text" value="D Berigan"/></p><p>Gender <input type="text" value="Male"/></p><p>DOB <input type="text" value="02/03/1980"/> <input checked="" type="checkbox"/> Over 18?</p><p>Disability <input type="text" value="No"/></p><p>Ethnic Origin <input type="text" value="White: Irish"/></p><p>Personal Notes <input type="text"/></p></div><div><h3>Profile</h3><p>Company <input type="text" value="DB Steel"/></p><p>Occupation <input type="text" value="Engineer"/></p><div><h3>Photo</h3><div></div><div><div>FAIR</div><div><input type="text" value="11503"/></div></div><p>A simple image based on the first and last name will be created by default if no other photo is selected.</p><div>Change Photo</div></div></div></div> <div><div>New</div><div>Save</div><div>Cancel</div><div>Next >></div></div>				

Adding a Photo to Personal Details

A photo does not need to be added, if no photo is added a simple image will be created based on the first and last name for the record. A thumbnail will also be created with the records initials in. The background images added can be anything the user wishes to upload or the preset ones can be used. The font size and colour can be changed to the user's preference. Clicking on Create Photo previews the result, Clicking on Save and Return will open the image back in the personal details page.

- Select the Personal Details tab.
- Select the Change Photo button.

Personal Details | **Contact Details** | **Membership** | **Security** | **Awards**

Photo Editor

☐ Upload existing image Image will be resized to 122 pixels x 156 pixels

☒ Create Image

Background

- Uploaded Image
- Wasp
- Bird
- Mouse
- Stinger

☒ Use Background Image

Full Size Text

Mini Text

Text Size **Text Colour** **Text Position**

Full Size Preview **Thumbnail**

- Select the Upload Existing Image radio button.
- Type in the directory location and name of the file. Alternatively, click the Browse button and select the file from a locally available directory.
- Click the Upload Image button.
- Select a background image.
- Enter text in the Full Size Text box (e.g. your name).
- Enter additional text in the Mini Text box. (e.g. your initials).
- Select the location and appearance of the text.
- Click the Create Photo button.
- Click the Save and Return button to use the image created.

Contact Details

Address, Phone and Email details are entered in the contact details page. The address can be entered by just entering the post code and clicking on address lookup. A panel will be displayed with any matching addresses, selecting an address will display it in the main display. For the phone and email sections it is required that a preferred contact detail is selected.

- Select the Contact Details tab.

The screenshot shows a web form titled 'Contact Details' with several tabs: 'Personal Details', 'Contact Details' (selected), 'Membership', 'Security', and 'Awards'. The form is divided into three main sections: 'Address', 'Telephone', and 'Email/Web'. The 'Address' section includes fields for 'Number/Building' (106), 'Address 1' (Jacobs Street), 'Address 2' (West Arround), 'Address 3', 'Town' (Bigtown), 'County' (Co. Carlow), 'Postcode', and 'Country' (IRELAND). There is an 'Address Lookup' button. The 'Telephone' section includes fields for 'Home' (015489799), 'Mobile' (0778498562), 'Work', 'Fax', and a 'Preferred Phone' dropdown menu set to 'Mobile'. The 'Email/Web' section includes fields for 'Home Email' (email@address.com), 'Work Email' (work.email@address.com), and a 'Preferred Email' section with radio buttons for 'Home' (selected) and 'Work'. At the bottom of the form are buttons for '<< Prev', 'New', 'Save' (highlighted), 'Cancel', and 'Next >>'.

- Enter a valid postcode into the postcode field and select the Address Lookup button.
- Select the appropriate address and click OK.
- Enter phone numbers and select preferred contact phone.
- Enter email address and select preferred contact email.
- Click on Next if Creating a new member or save if editing.

If the post code is not known or not found in the address lookup, the details can be entered in the fields manually.

Membership & Role Details

The membership tab opens a screen containing two areas. The membership area details the member's status with the organisation and dates relating to that membership. A membership statement can be entered, this will appear next to the members name in the membership list. The lower area of the screen displays the roles held by the member. Roles can be added and deleted from this area to.

Adding a New Role

- Select the Membership tab.

Membership

Membership Type: Member
Membership No:
Enquiry Date: 10/06/2009
Renewal Date: 21/03/2011
Join Date: 10/06/2009
Status: Full
Default Club:

Membership Statement (This will appear next to your name in the membership list. 255 character max.)

Role Positions

Role Name: Competition Roles
Category: Results Agent
Sub-Category:

Notes
Add

Role	Category	Sub Category	
Website User	Team Manager		


1


<< Prev New Save Cancel Next >>

- Select the role name from the drop down list.
- Some roles can be found in the Category or Sub Category drop downs which appear when certain role names are selected.
- Select the Add Button to insert the role for the member.
- Click on Next if Creating a new member or save if editing.

The new role will appear in the table displaying the list of roles. If the member has a number of roles they are displayed over a number of pages within the screen. The new role may appear on one of the pages not displayed. Use the page selector that appears when there is more than one page to navigate between them.

Deleting a Members Role

Roles can be deleted from members details in the membership tab by clicking on the delete icon  located to the right of each role

- Select the Membership tab.
- From the list of roles in the table click on the Delete  icon associated with the role.

Role Positions

Role Name

Category


Sub-Category

Competition Roles

Results Agent

Notes

Add

Role	Category	Sub Category	
Website User	Team Manager		

1

<< Prev

New

Save

Cancel

Next >>

Members Data Privacy

Access to details held on a member can be limited to only certain roles at the club or they can be made public. In the Data Privacy area of the Security page member's details are broken down into different sections, the visibility of each of these sections can be set independently of the others.

Data Privacy

This setting also sets the access level to your membership statement and roles.

Name: Club Officers

Photo: Club Officers

Email Address: Club Officers

Address: Club Officers, General Public, Club Members, Club Officers (selected), Club Administrators, Club Officers

Web Address: Club Officers

Personal Details: Club Officers

Home Phone: Club Officers

Work Phone: Club Officers

Mobile Phone: Club Officers

Fax: Club Officers

<< Prev New Save Cancel Next >>

- Select the Security tab
- Select an option from the drop down for each of the data areas.
- Click on Save

Members Awards

Any awards a member achieves or courses completed are displayed in the awards page.

5.3 Membership Types

Click Membership and select Member Type to access membership types list

Membership Types

Name	Code	Price	Duration (Months)	Default		
Non-volunteer	NV	\$40.00	12	False	Edit	Delete
Enquiry	E	\$0.00	1	False	Edit	Delete
Member	M	\$60.00	12	True	Edit	Delete

Create New Membership Type

5.3.1 Create Membership Type:

- Click on the Create New Membership Type button.
- Insert the information in the fields provided for the membership type.

Edit Membership

* Name:

Description:

* Membership Code:

Sort Order:

Price:

Duration (Months):

Sales History Note:

Is this default membership type for new memberships? ☐

- Click the Save button.

5.3.2 Edit Membership Type:

- Click on the Edit link associated with the type you wish to edit.
- The information for the membership type will be displayed in editable fields. Edit the information and click the Save button.

5.3.3 Delete Membership Type:

- Click on the Delete link associated with the membership type you wish to delete.
- Confirm the deletion by selecting the Delete Membership Type button.

5.4 Pending Memberships

This function allows the club administrator to view applications from members which are not processed yet and start processing

Pending Membership List

Name	Date Added	Source	<input type="checkbox"/>
Carlos Barcelo Lopez	04/03/2009	Online Application	<input type="checkbox"/>
John Testing	22/12/2010	Inform	<input type="checkbox"/>
Ted Website Administrator	06/01/2011	Inform	<input type="checkbox"/>
ted youngone	06/10/2010	Inform	<input type="checkbox"/>

Select Membership Type & Status for Selected Individuals

Enquiry Full

- To process the pending applications
- Select the applications to be processed
- Select the membership types from the dropdown list
- Click “Process Pending Applications”
- It will make the pending individuals as members of the current organisation.

5.5 Export member data

There a number of list pages throughout the membership section where items can be selected using checkboxes located on the right hand side of the page. An Export button allows you to export the selected items. To export details for members using your own selection criteria highlight Membership on the main menu and click on Export Member Data.

Export Members - Select Recipients

- Select the criteria you wish to use to create the list of members required for export.
- Select the Search button.
- Determine the type of information to be exported for each member before selecting the Create CSV File button.
- The resultant page will provide a link to a spreadsheet which can be saved locally on your computer or viewed and printed.

Bank	Account Number	<input type="checkbox"/>
Bank	SortCode	<input type="checkbox"/>

Select Export Options

Create CSV File	Export to Label	Exit
-----------------	-----------------	------

5.6 Creating Address Labels

Address labels can be created to be printed in the Avery label format, from the membership tab in the side menu select the Export Membership Data tab from the sub menu. Use the Membership search screen to select the group whose records will be used. Clicking on search will open the data to export screen, no check boxes need to be ticked as the data used is preset. Click on the Export to Label button found at the bottom of the screen. Select the label format being used and click on Go in the screen that opens. The results can be previewed or downloaded to the user's pc, before being printed.

Export Membership Label Details

Select Avery Label format:	L7159	Go
----------------------------	-------	----

[Click here to preview the results](#) [Download Label here](#)

5.7 Emailing Members

A group of members can be emailed from the system, the Email Members tab is found in the sub menu of the Membership tab. Clicking on the tab will open search screen. Members can be searched for by membership, role or award details. Clicking on search will open the Create Email screen.

Player Registration	
Membership	Member List
	Membership Types
	Pending Memberships
	Export Member Data
	Email Members

Creating an email is achieved in much the same way as any other email application. The from address can be set to any held by the user and on the system. It is possible to see all the members being sent the email by clicking on the link in Sending to, if there are any members in the search results without email addresses then these can be viewed via separate link that will appear. The body text can be edited by the FCKeditor which is a basic Word style editor. A full user guide for the FCKeditor can be found at http://docs.cksource.com/FCKeditor_2.x/Users_Guide . Documents can be attached to the email by clicking on browse and selecting the file from an available source. Click on Send Emails, a confirmation will be displayed.

6 Team Management.

Users with access to Team Management can create, edit and view all details pertaining to the teams associated with the club. Available to the user are details on competitions and fixtures the team is entered into. Information on which players are playing and their positions can be displayed as a text list or a pitch layout. All players for a team or for a particular fixture can be emailed. All past and future fixtures and other team events can have their details displayed and exported.

Team Management	Manage Teams
	Manage Fixtures
	View Results
	View Team Events

6.1 Create a New Team

Creating a new team for a club is done through the manage teams tab in the team management section of the main menu. It is important that the correct team type is selected for the team so that the team can be approved by the league. Teams should not be saved as type “unknown”. **Once a team has been approved by the league neither the team name nor the team type should be changed.** From the team list click on the Create New Team button found at the bottom of the team list screen. Enter the team name, type and correct status and click on Save Team. The user will be returned to the team list screen with the new team listed. To add players to the new team use the Assign members to team tab found in the Player Management section of the main menu.

Add New Team

Team Details

Details

Team Name

New Team

Team Type

U12d (Womens)

















Status

Active

Save Team

6.2 Manage Teams

The team list opens when clicking on the manage teams tab, A list of teams is displayed with their type, strip colours and status. Depending on the users access permissions the View, Edit, Delete and Mail icons will be displayed.

Team List									
Name	Type	Home Colours	Away Colours	Alt Colours	Status	View	Edit	Delete	Mail
Manula	First	White and Blue	Blue and Blue	Red and Blue	Active				
Manula	B Team	White and Blue	Blue and Blue	Red and Blue	Active				
Manula B	U16	White and Blue	Blue and Blue	Red and Blue	Active				
Manula Boys	U18	White and Blue	Blue and Blue	Red and Blue	Active				
<div>Create New Team</div>									



View the team details by clicking on the magnifying glass



Edit team details by clicking on the Pencil Icon




View the team details by clicking on the magnifying glass



Email all team members

6.2.1 Viewing Team Details


From the team list accessed via the manage teams tab click on the  View icon. The screen that opens allows the user to drill down through the screens to access information about the fixtures and results, for each fixture more details are available including the player layout.

Clicking on the View Fixtures for this team link will open a screen listing all the fixtures, this list can be filtered by date and by teams involved, click on show fixtures to apply the filter. The Results shown in the grid can be exported to and excel file by clicking on Export Grid.

The competitions grid displayed below shows all competitions that the team are involved in, each competition name is a link to more detail including, A link to the full competition rules document, the scoring system and the league table. All the information on this page can also be exported to excel by clicking on the Export Data button.

Team Details	
Team Name	Manulla
Club Name	Manulla FC
Team Type	FIRST
Home Colour	Black
Away Colour	White
Alternate Colour	
	View Fixtures for this Team

Competitions	
Name	Pool 3 (Edit Comp Round)
Name	Pool 1 (EPW 2101)
Name	Pool 3 (Vinya Test)

Search Settings										
Match Date	<input type="text" value="01/02/2011"/>		to		<input type="text" value="31/07/2011"/>		Export Grid		Show Fixtures	
Team	<div>All Teams</div>					1 matches found				
Date	Home Team		Result	Away Team		Competition	Referee	View	Edit	
06 Feb 11	Manulla		2	RESULT	1	Manulla B	Round 1			

Competition Details		Export Data
Competition Name	EPW 2101	
Division Name	Pool 1	
Competition Manager		
Format	League	
Number of Teams	6	
	View Fixtures for this Competition	


Competition Rules					
Play Each Other		2			
Rules Document					
Home Win	3	Home Draw	1	Home Lose	0
Away Win	3	Away Draw	1	Away Lose	0

Current Standings

Pool 1											Short Format
Team	P	W	D	L	F	A	Diff	Avg	%	Pts	Adjust
Castlebar Celtic Womens	4	4	0	0	20	8	12	3.00	100.00	12	0
Fahy Rovers	0	0	0	0	0	0	0	0	0	0	0
Glenhest Rovers	0	0	0	0	0	0	0	0	0	0	0
Hollister	0	0	0	0	0	0	0	0	0	0	0
Kilmore	0	0	0	0	0	0	0	0	0	0	0
Manulla	4	0	0	4	8	20	-12	0	0	0	0

6.2.2 Edit Team Details

Once a team has been approved by the league neither the team name nor the team type should be changed. The only changes that can be made to the team details through edit team details are to change the team name, type and status. Once any changes have been made, click on the Save Team button to save the changes. The second tab called Eligible Players lists all the players at the club that can play for the team. They can be assigned to the team through Assign Members to Teams in player management.

Edit team details are accessed through team management, manage teams and clicking on the  edit icon for the required team.

Team Details

Eligible Players

Details

Team Name

Manulla

Team Type

First

Status

Active

You cannot change the name of this team because it is participating in 39 matches.

Manulla vs Manulla B

06 Feb 2011

Straide & Foxford United vs Manulla

20 Jun 2010

Manulla vs Westport United

13 Jun 2010

Snugboro United vs Manulla

06 Jun 2010

Castlebar Celtic vs Manulla

30 May 2010

Manulla vs Kilmore

23 May 2010

Iorras Aontaithe vs Manulla

16 May 2010

Manulla vs Fahy Rovers

09 May 2010

Ballyheane vs Manulla

02 May 2010

Manulla vs Ballina Town

25 Apr 2010

Save Team

Team Details

Eligible Players

First Name

Last Name

DOB

Jonc

Assenally

26/03/1992

Zareene

Assenally

04/09/1996

Alan

Canavan

09/02/1983

Test

Email

22/12/1987

Test

Email2

10/03/1975

vinaya1

kattar1

05/05/1992

my deployment test 6

my deployment test 6

01/01/1980

my test data 1

my test data 1

01/01/1980

my test email 1

my test email 1

01/01/1980

my test for outside club 1

my test for outside club 1

01/01/1980

My test player 711

My test player 711


01/01/1980


my test player 712

my test player 712


01/01/1980

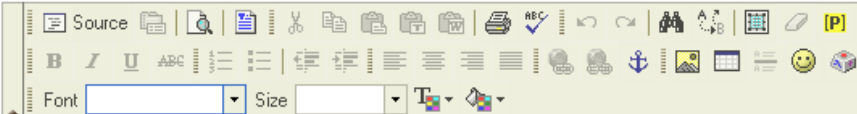
6.2.3 Deleting a Team

Deleting a team is possible through the manage teams screen, accessed from the Team Management tab in the main menu. The teams listed will have one of two icons displayed in the delete column of the grid. Clicking on the  delete icon will display a message asking the user to confirm deletion of the team. Clicking on OK will remove the team.

The second is a  padlock icon. This is displayed when a team is already taking part in fixtures. Clicking on this icon will display the fixtures list.




6.2.4 Emailing Team Members

To email all the members of a team click on the  mail icon. The screen that opens is used to create an email to send. All the user needs to do is enter the content to be sent, with a subject and attach any files required. The addresses from and to are already populated. There are two links which will display the individuals in the team with and without email addresses, allowing the user to see who will be receiving the email.

Create Email	
From	<div><div>▼</div><div><input type="checkbox"/> Include Signature</div></div>
Sending to:	<div>View Email Recipients</div> <div>Search Individuals with no email address</div>
BCC:	<div></div>
Subject	<div></div>
Message Body	<div><div>Source</div><div></div><div>Font <div>▼</div> Size <div>▼</div> <div></div> <div></div></div><div></div></div>
Attach File :	<div></div> <div>Browse...</div>
Attach File :	<div></div> <div>Browse...</div>
Attach File :	<div></div> <div>Browse...</div>
<div>Send Emails</div>	

6.3 Manage Team Fixtures / Results

There are tabs for Manage fixtures and View Results in the Team Management section of the main menu. Essentially the only difference between the two screens is that View Results screen shows past fixtures and the Manage Fixtures shows future fixtures by default. In both screens the dates from and to can be changed to adjust the period displayed. The teams can also be filtered by selecting from the drop down list and clicking on show fixtures. Team details can be accessed by clicking on the team name.

For each match the    View, Edit and Mail icons are displayed, these work in the same manner as described in the Manage Teams section.

The contents of the grid can be exported to excel by clicking on Export Grid.

Viewing fixtures and results for Manulla FC

Search Settings

Match Date

23/12/2010

to

31/07/2011

Export Grid

Show Fixtures

Team

All Teams

17 matches found.

Date	Home Team	Result	Away Team	Competition	Referee	Picked	View	Edit	Mail
31 Jan 11	Castlebar Celtic Womens	2 RESULT 3	Manulla Womens	Pool 1					
01 Feb 11	Manulla Womens	2 RESULT 3	Westport United Womens	A					
01 Feb 11	Manulla Womens		Killala Womens	Pool 2					

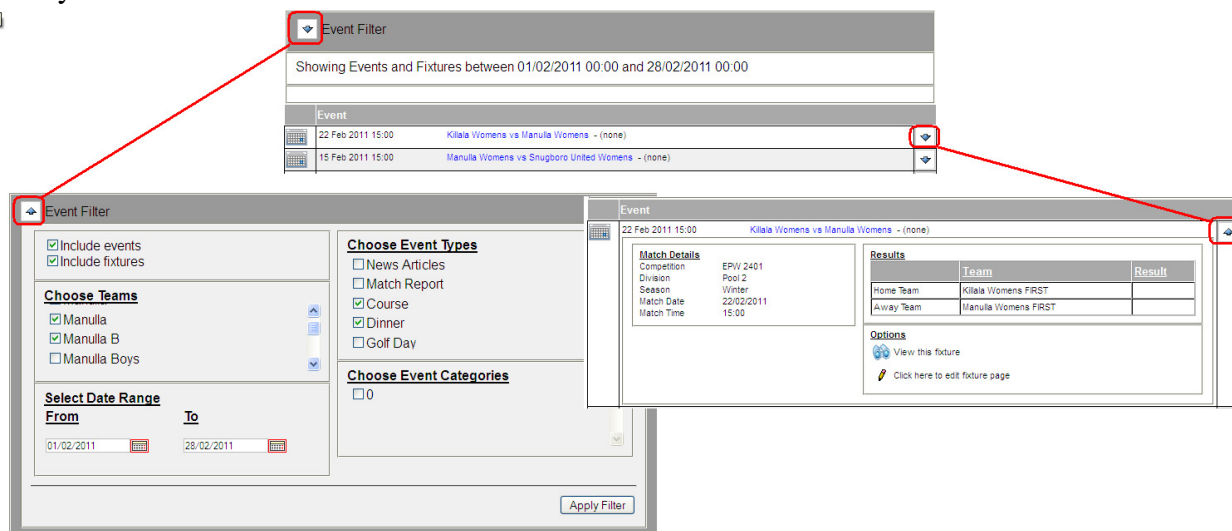
6.4 View Team Events

The events created relating to a team can be viewed by clicking on view team events in the team management tab in the main menu. The screen opens to a list of events between two given dates. The display can be changed to a calendar view by clicking on the Calendar view button at the bottom of the screen.

Event Filter		Event Filter	
Showing Events and Fixtures between 23/01/2011 00:00 and 22/06/2012 00:00		Showing Events and Fixtures between 01/02/2011 00:00 and 28/02/2011 00:00	
Event			
22 Jun 00:00 to 24 Jun 00:00 EPW TEST NEWS ARTICLE			
13 May 00:00 to 14 May 00:00 manulla team event			
05 Apr 2011 15:00 Killala Womens vs Manulla Womens - (none)			
29 Mar 2011 15:00 Manulla Womens vs Straide & Foxford United Womens - (none)			
22 Mar 2011 15:00 Killala Womens vs Manulla Womens - (none)			
15 Mar 2011 15:00 Snugboro United Womens vs Manulla Womens - (none)			
08 Mar 2011 15:00 Snugboro United Womens vs Manulla Womens - (none)			
01 Mar 2011 15:00 Straide & Foxford United Womens vs Manulla Womens - (none)			
22 Feb 2011 15:00 Killala Womens vs Manulla Womens - (none)			
15 Feb 2011 15:00 Manulla Womens vs Snugboro United Womens - (none)			
08 Feb 2011 15:00 Snugboro United Womens vs Manulla Womens - (none)			
06 Feb 2011 10:00 Manulla vs Manulla B - Westport United Ground 1			
03 Feb 2011 01:10 Manulla Womens vs Straide & Foxford United Womens - (none)			
02 Feb 2011 01:30 Manulla Womens vs Kilmore Ladies - (none)			
<< < Page 1 > >>			
Switch to calendar view			

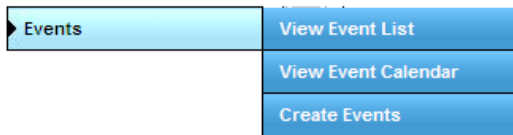
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Jan 2011 01:30 Castlebar	01 Feb 2011 15:00 Manulla 01:10 Manulla	02 Feb 2011 01:30 Manulla 01:10 Manulla	03 Feb 2011 01:10 Manulla	04 Feb 2011	05 Feb 2011	06 Feb 2011 10:00 Manulla
07 Feb 2011	08 Feb 2011 15:00 Snugboro	09 Feb 2011	10 Feb 2011	11 Feb 2011	12 Feb 2011	13 Feb 2011
14 Feb 2011	15 Feb 2011 15:00 Manulla	16 Feb 2011	17 Feb 2011	18 Feb 2011	19 Feb 2011	20 Feb 2011

The events displayed can be changed by using the filter, click on the expand arrow to open the filter criteria available. Once the options have been selected click on Apply Filter. The filter will close and the display will show the events selected. To see further details on the event click on the expand arrow for the event. From the expanded view of the event more of the fixture details can be viewed or edited. The fixture title is a link that will open fixture details where players for a fixture can be viewed in text or layout mode.



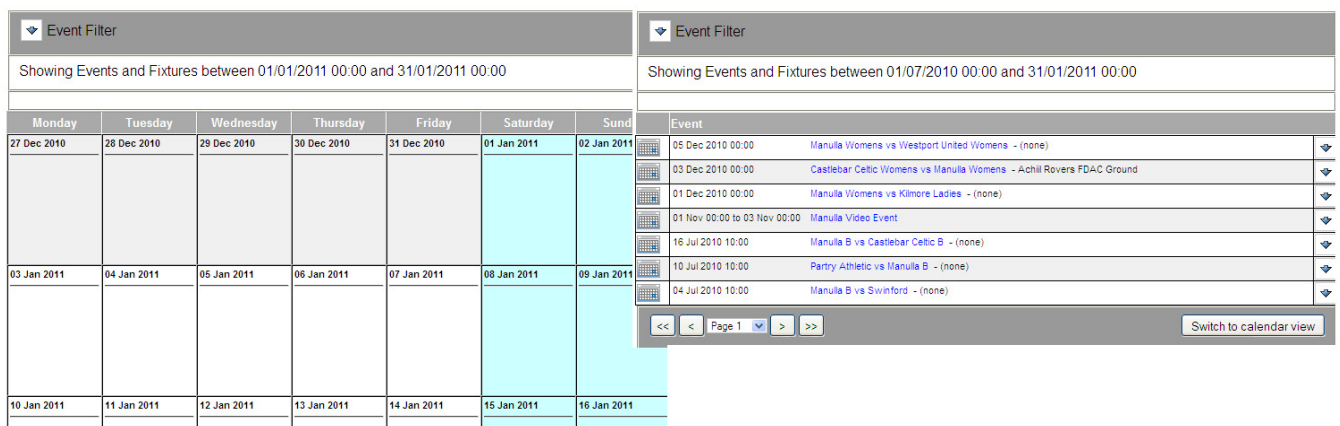
7 Events

The Events area of the application is where users can create, view and edit events. It is from the create event screen that news articles and match reports can be created, these then appear in the home page screen or news centre screens.



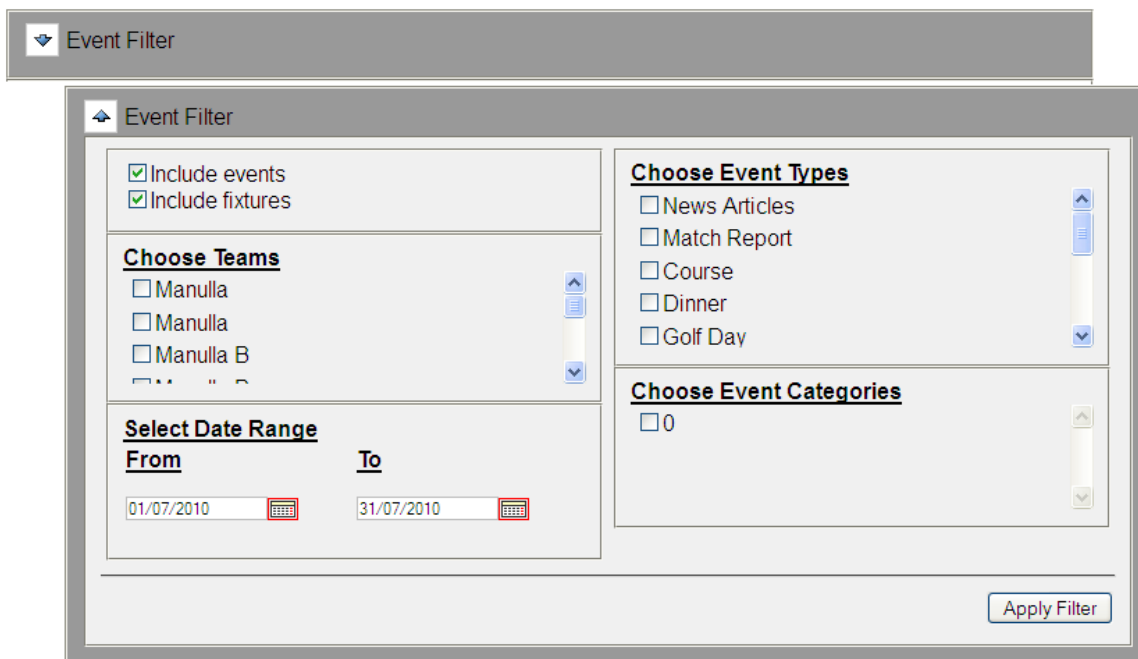
7.1 Viewing Event List/ Calendar

To view existing events click on the view event list or the view event calendar tab from the Events main menu tab. The events display as a list or a calendar, once into one display the user can toggle between displays. There is a filter at the top of the screen to change the events shown.



7.1.1 Filtering Events View

Whichever events display is chosen the filter is collapsed when the screen is opened. Clicking on the arrow will expand the filter panel. Selecting criteria from the filter will affect the display once Apply filter has been selected.



7.2 Create an Event

As well as events that are created to appear in the club calendar, News and match reports can be created from this area. Changing the event type will change where the content is displayed.

Clicking on the options will open other panels within the create event screen for more detail/search criteria to be entered.

Event Details																																	
Event Title: Weekend Training - Non Picked Players																																	
Event Type: Course																																	
Category: <input type="text"/> Show List																																	
Status: Approved																																	
<table border="1"> <tr> <td rowspan="2">Repeating Event</td> <td>Start Date</td> <td>End Date</td> <td>Start Time</td> <td>End Time</td> </tr> <tr> <td>27/06/2011</td> <td>27/06/2012</td> <td>10:00</td> <td>12:00</td> </tr> <tr> <td></td> <td colspan="4"> Every 1 weeks(s) on: <input checked="" type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly </td> </tr> <tr> <td></td> <td><input type="checkbox"/> Monday</td> <td><input type="checkbox"/> Tuesday</td> <td><input type="checkbox"/> Wednesday</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Thursday</td> <td><input type="checkbox"/> Friday</td> <td><input checked="" type="checkbox"/> Saturday</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Sunday</td> <td></td> <td></td> <td></td> </tr> </table>					Repeating Event	Start Date	End Date	Start Time	End Time	27/06/2011	27/06/2012	10:00	12:00		Every 1 weeks(s) on: <input checked="" type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly					<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday			<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday			<input type="checkbox"/> Sunday			
Repeating Event	Start Date	End Date	Start Time	End Time																													
	27/06/2011	27/06/2012	10:00	12:00																													
	Every 1 weeks(s) on: <input checked="" type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly																																
	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday																														
	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday																														
	<input type="checkbox"/> Sunday																																
<div style="float: right;"> <input checked="" type="checkbox"/> Team event <input checked="" type="checkbox"/> Has attachments <input checked="" type="checkbox"/> Has a venue <input checked="" type="checkbox"/> Has a web page </div>																																	
Choose teams																																	
<input checked="" type="checkbox"/> Manulla <input type="checkbox"/> Manulla <input type="checkbox"/> Manulla B <input type="checkbox"/> Manulla Boys																																	
<div> <div>Source </div> <div> B <i>I</i> <u>U</u> ABC x₂ x² </div> <div> Style: [dropdown] Format: [dropdown] Font: [dropdown] Size: [dropdown] </div> <div> </div> <div>Load Template Save Template</div> </div> <p>Anyone not picked for the Saturday team can come along for weekend training sessions.</p>																																	
Access Level: <input type="radio"/> Public <input checked="" type="radio"/> Private <input type="checkbox"/> Hide Event Details																																	
Signup Level: <input checked="" type="radio"/> Club/CB Members Only <input type="radio"/> Members and Public <input type="radio"/> No Signup																																	
Select Default Contact: <input checked="" type="radio"/> Club Contact <input type="radio"/> Non-Club Contact																																	
Contact Name	Contact Phone	Contact Email																															
<input type="text"/>	<input type="text"/>	<input type="text"/>																															
Event Venue																																	
Number / Building	<input type="text"/>																																
Address	<input type="text"/>																																
Town	<input type="text"/>																																
County	<input type="text"/>																																
Postcode	<input type="text"/>																																
Add Attachments																																	
Select File	<input type="text"/> Browse...																																
Enter Description	<input type="text"/> Upload																																
Web Page: <input type="text"/>																																	
http://inform.test.fai.ie/clubevents/ViewEventDetails.aspx?id=0 Preview Event Save Event																																	

8 Discipline Summary (League Function)

Website Editor	
Discipline	Discipline Summary
Player Registration	

Discipline summary allows authorised users to view all the discipline events in a selected season. The cards displayed can be filtered by, Competition, Group, Club, Team, Players, Card type and number of Cards. The filters can also be set to only include cards given between selected dates.

<input checked="" type="checkbox"/> Season	<input checked="" type="checkbox"/> Competition	<input checked="" type="checkbox"/> Group
2011	Abbotstown Junior League	All
<input type="checkbox"/> Club	<input type="checkbox"/> Team	<input type="checkbox"/> Player
All	All	All
<input type="checkbox"/> CardType	<input type="checkbox"/> CardCount	
All	= 0	Reset Filters
<input type="checkbox"/> Include Date		Search
		Print

Season	Match Date	Competition Name	Fixture Description	Club	Player Name	Card Given	R/Y	Time (Minute)	Added Time (Minute)	Notes
--------	------------	------------------	---------------------	------	-------------	------------	-----	---------------	---------------------	-------

Each record shows the cumulative cards issued to the player in the R/Y column of the grid.
R = Red card and Y = Yellow card.

- Navigate to Discipline Summary
- Select the filters and the values
- Click on Search
- Click “Reset Filters” to search again with new values

There is the option to print the discipline records displayed. Clicking on print will display a preview in a separate web page, clicking on the print for the browser will send it to the printer.

9 Player Registration and Maintenance (League Functions)

9.1 League Maintenance (League Function)

The teams of the related clubs can be linked to the league via “League Maintenance” under Player Registration option in CMS

- Hover over Player Registration and click “League Maintenance”

Select Clubs for League

Select League Abbotstown Junior League ▼

Clubs in League		Participant Teams		
Abbotstown Celtic FC	Teams	<input checked="" type="checkbox"/>	Abbotstown Rovers FC	First
Abbotstown Rovers FC	Teams	<input checked="" type="checkbox"/>	Abbotstown Rovers FC C	CTEAM
Abbotstown United FC	Teams	<input checked="" type="checkbox"/>	Abbotstown Rovers FC B	BTEAM
		<input checked="" type="checkbox"/>	Abbotstown U12a	U12

- All related clubs will be displayed with a link to “Teams”
- Click on Teams, which will display all the teams of the selected clubs
- Tick the Teams to play in the league

9.2 Registration Summary (League Function)

Registration summary displays the number of Active, Pending and Cancelled players for selected League and Season

- Hover over Player Registration and click Registration Summary
- Select the League from the dropdown list
- Select the season of the league
- List of clubs and teams with number of Active, Pending and Cancelled players will be listed

Registration Request Summary

League Mayo Association Football League ▼

Season 2010 ▼

Summary

Club	Team	Type	Pending	Active	Cancelled
Manulla FC	Manulla	First	17	2	0
Castlebar Celtic FC	Castlebar Celtic B	B Team	6	0	0
Athenry	Athenry	First	2	0	0
Claremorris FC	Claremorris	First	1	0	0
Castlebar Celtic FC	Castlebar Celtic	First	0	6	0
Moy Villa FC	Moy Villa	First	0	1	0
Ballina Town FC	Ballina Town	First	0	0	0

9.3 Transfer Approval List (League Function)

This function allows officials to approve requested transfers within clubs

- Hove over Player Registration and click Transfer Approval List. It will display all the pending transfers need to be approved

FAIR	First Name	Last Name	DOB	Old Club
Select 8138	Damian	Ansbro	09.09.1976	Manulla FC
Select 9722	Jonc	Assenally	26.03.1992	Manulla FC

- Click on “Select” of the player record. It will display the Player with link to Disciplinary History.

Jonc Assenally

[View Disciplinary History](#)

Move Approved ▼

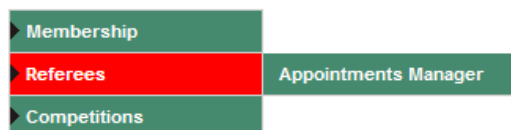
- Move Approved
- Transfer Approved
- Transfer Not Approved

Cancel Update Transfer

- Click on the “View Disciplinary History” to view the history of the player and click Return to navigate back to this screen
- Select the Transfer status from the dropdown list and click “Update Transfer”

10 Referees (League Function)

This function allows users with the role of Referee Administrators to access and allocate officials to fixtures.



10.1 Appointments Manager

The screen that opens displays all the fixtures from the date of the next match and the referees or assessors. The left panel displaying the fixtures can be filtered by competition, date and allocation. To apply a filter click on the Go button. The panel to the right of the screen displays all referees or assessors depending on the tab selected. If a competition is selected only officials assigned to that competition will be displayed.

When an official is selected, their previous officiating details are displayed in the panels at the bottom.

Create Schedule: Saturday 10/04/2010

Competition: Allocation: Date: 10/04/2010 << Go >>

Home	Away	Com
St. Patrick's Athletic FIRST	Sligo Rovers FIRST	Leag
Derry City FIRST	Cork City FIRST	Leag
Bray Wanderers FIRST	Bohemian F.C. FIRST	Leag
Dundalk FIRST	Drogheda United FIRST	Leag
Shamrock Rovers FIRST	Galway United FIRST	Leag
Central Rovers	Johnville	Leag
Abbey Celtic	Kells Celtic	Leag
Fairview	Drumfinn Celtic	Leag

Referee | Assessor

Grade: Senior Go

Official	L	R	P	S
John Official	7	0	2	0
Mr Alan Kelly	7	0	73	1
Mr Alan Lynch	7	0	101	1
Mr Andrew Maher	7	0	61	0
Mr Anthony Buttner	7	0	86	1
Mr Barry McDonnell	7	0	60	1
Mr Brendan Kelly	7	0	68	0

Previous Home Team Games

Date	Referee
------	---------

Previous Away Team Games

Date	Referee
------	---------

Previous Referee Games

Date	Fixture
------	---------

Exit Clear Save Changes

10.2 Assigning an Official to a Fixture

Each fixture has a grid field for four official roles and an observer. Select the official from the panel on the right, the official will be highlighted in grey, click on the assign button against the fixture and official position they are to be assigned to. The officials name will appear in the fixture grid and their name in the referee list will be highlighted in yellow.

Should an officials name be greyed out from view it means they are not available on the date selected. Once officials have been assigned click on save changes to finish.

Create Schedule: Saturday 10/04/2010

Competition: Allocation: All Date: 10/04/2010 << Go >>

Referee | Assessor | Add Fixture

Grade: Senior Go

Referee	Assessor	Assistant 1	Assistant 2
John Official X	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign
Assign	Assign	Assign	Assign

Official	L	R	P	S
John Official	7	0	2	0
Mr Alan Kelly	7	0	73	1
Mr Alan Lynch	7	0	101	1
Mr Andrew Maher	7	0	61	0
Mr Anthony Buttner	7	0	86	1
Mr Barry McDonnell	7	0	60	1
Mr Brendan Kelly	7	0	68	0

Previous Home Team Games

Date	Referee
05/03/2010	Mr Connor Fitzgerald
05/03/2010	Mr Gearoid O'Brien
27/02/2010	Mr Andrew Maher
17/02/2010	Mr Jimmy McKell

Previous Away Team Games

Date	Referee
05/03/2010	Mr Francis Cunningham
05/03/2010	Mr Andrew Maher
27/02/2010	Mr Alan Kelly
25/02/2010	Mr Colin Doherty

Previous Referee Games

Date	Fixture
11/03/2010	Referee - Gallen United v Harold's Cross (Boys)
12/03/2010	Referee - U.C.D. FIRST v Bohemian F.C. FIRST

Exit Clear Save Changes

11 Competitions (League Function)

This chapter covers a brief description of the competition areas accessed by competition officials to access and perform tasks. Please refer to competition manual for detailed guide.

11.1 Create/Edit Competitions

Allows competition owners to create and edit competitions, fixtures and competition related functions

Competition Editor

[Create Competition](#)
[Edit Competition](#)
[Task Panel](#)
[Scoring Systems](#)
[Maintain Clubs](#)
[Closed Dates](#)

Cork Schoolboys League - 2010 - [Edit](#) [Delete](#) [Add Season](#) [Add Stage](#) [Publish To Web](#)

Ownership				Competition Tasks			
First	Last	Role		Group	Teams	Fixtures	Publishing
Club	Secretary	Competition Manager					
Eddie	Doyle	League Secretary					

[Add Owner](#)

U11 (League)

[Edit Stage](#)
[Delete Stage](#)
[Add New Group](#)

11.2 Enter Match Cards

This function displays all fixtures with match cards and enables the authorised officials/referees to complete the match cards.

Date From:
Date To:

Season:
Competition:
Group:
Club:

Match Date	Competition	Home Team		Away Team	Additional Notes	Referee	Status	#NCO	
18/06/2011	EPW Test 16 A	Abbots Spurs	2	Abbots Rvrs	1		Not Entered	0	View Match Report
18/06/2011	EPW Test 16 A	Abbots FC	2	Abbots Utd	1		Not Entered	0	View Match Report
19/06/2011	EPW Test 16 A	Abbots Spurs	2	Abbots Utd	2		Pending	0	View Match Report
19/06/2011	EPW Test 16 A	Abbots FC		Abbots Rvrs			Not Entered	0	View Match Report
19/06/2011	NMC 2011 Pool 1	Crossmolina	2	Clew Bay United	2		Approved	0	View Match Report

11.3 Enter Results

This function enables the results secretary to enter the results for the current fixtures

01/01/2011 - 24/03/2011

CompetitionNew Mayo Comp

LeaguePool 1

Search

Create Reports

Goto

Order ByTeam

☒ Show all ☐ Outstanding

Refresh

Home Team

Away Team

01/01/2011

Castlebar Celtic	2	1	Conn Rangers
Cross Celtic	2	1	Clew Bay United

08/01/2011

Conn Rangers	2	2	Castlebar Celtic
Cross Celtic	1	1	Clew Bay United

Save Result

Notes:

Home WO

Away WO

Abandoned

Postponed

Void

Reset Score

12 Website Editor (Basic)

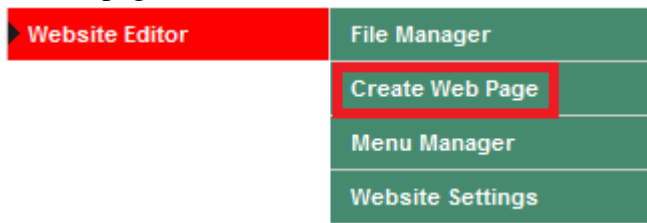
This allows the Webmasters to create the CMS website and manage the contents.

To access website Editor, login to the CMS portal, in the main menu hover the pointer over Website Editor and click on your required selection from the sub menu.

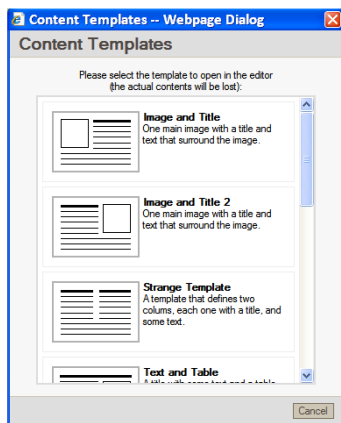


12.1 Create a webpage

To create a new webpage for your site open the webpage creator by hovering over Create and clicking on Webpage.



The screen that opens is initially covered by a panel offering a number of preset templates, pick the closest to the design you have in mind. All parts of the page are editable so don't worry if you don't find an exact match.



The screen opens with a word style screen. Fonts are in place for titles and picture boxes for images. The icons at the top are very similar if not the same to a word document, also to help each icon will tell you what it does if you hover the mouse pointer over it.

The screenshot shows the FCKeditor interface. At the top is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large text area with the placeholder text "Type the title here" and "Type the text here". To the right of the text area is a small image placeholder. Below the text area is the "Webpage Settings" section, which includes a dropdown menu for "Should this page be accessible to the public?" (set to "Yes"), a text input for "Page title", and text inputs for "Page Name" (set to "Draft") and "Menu Name" (set to "Draft").

A full user guide for the FCKeditor can be found at:
http://docs.cksource.com/FCKeditor_2.x/Users_Guide

Enter as much detail and images as required into the panel. Once you are happy with the result and wish to publish use the Webpage Settings section below the content panel.

Webpage Settings

The screenshot shows the "Webpage Settings" form. It includes a dropdown menu for "Should this page be accessible to the public?" (set to "Yes"), a text input for "Page title" (set to "Test Page"), a text input for "Page Name" (set to "TestPage.aspx"), and a text input for "Menu Name". Below these is a "Root menu item" dropdown menu, which is currently open, showing a list of menu items: "Admin menu", "Home", "News Center", "Test Web Page", "Stats Center", "League Details", "League Contacts", "Membership Types", and "View Events". A "Save changes" button is located at the bottom left of the form.

The webpage settings ask if the page should be accessible to the public, the title for the page appears on the top title bar of your page, The page name (.aspx) makes up part of the web address for your page so you can access it directly if needed. The menu name is how it will appear in the menu; the root menu tells it which main menu item to link to.

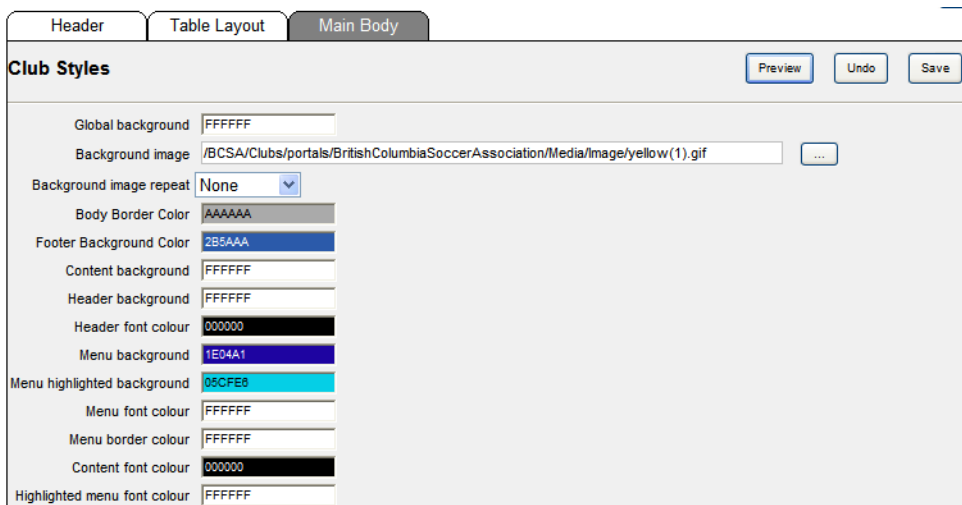


12.2 Website Settings

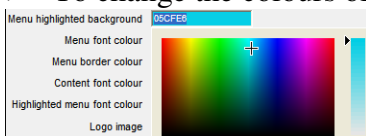
The function allows modify the setting related to the whole website



The users can modify components of the website



- Modify the colour settings for the website
- Insert images from the photo library they would like to appear as banner images at the top of each webpage.
- The logo image appears in the top left hand side of the page while the Banner image appears in the top right hand side.
- To change the colours of the site go into main body for each section a palate is available.



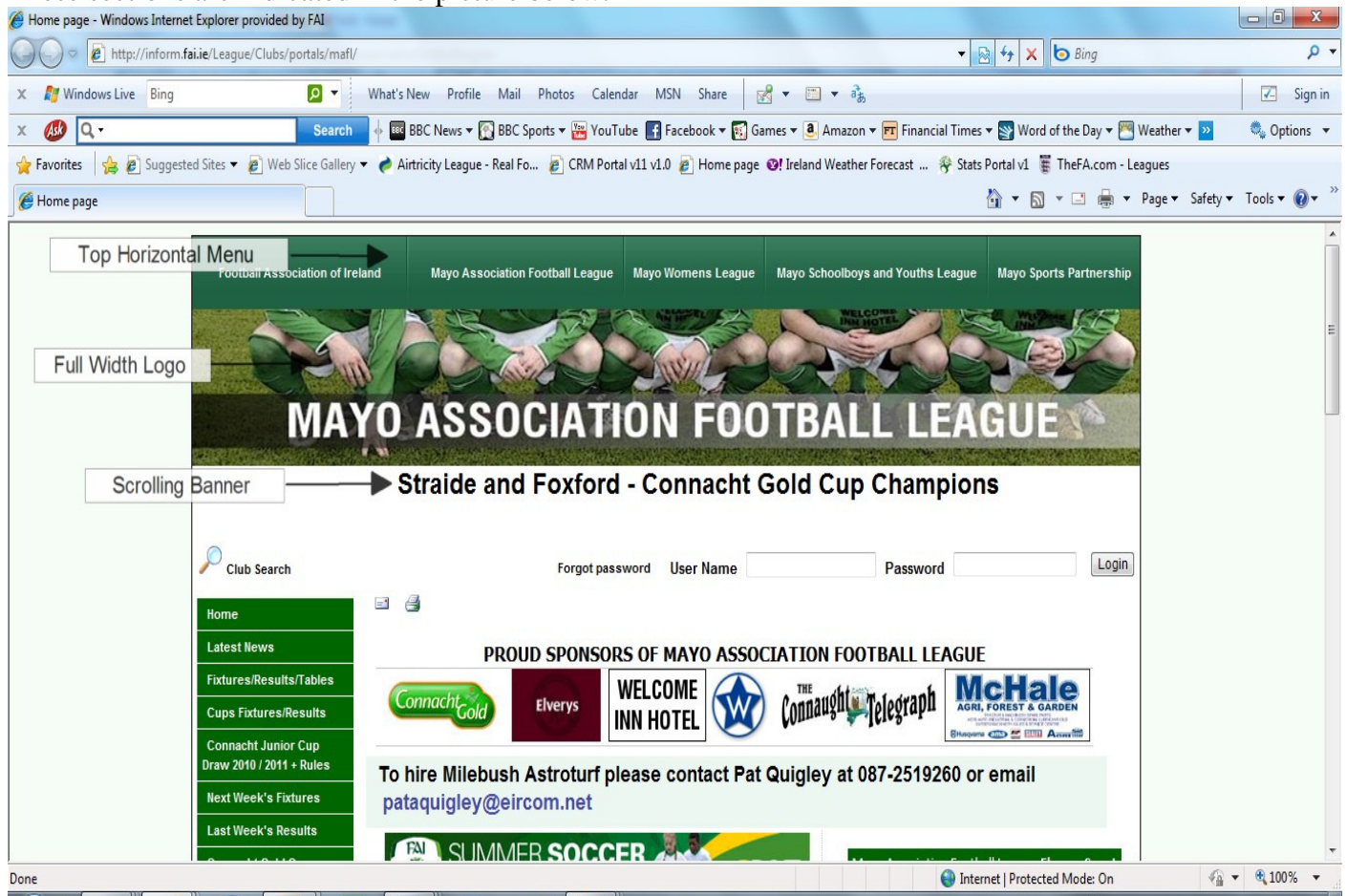
- Click on the required areas title.
- A palate will open, moving the pointer over the palate will change the colour. Click on the colour to confirm.

13 Website Editor (Advanced)

Below are guidelines on how to edit the main sections of the top of the League website. There are three main sections on the top of the League Site (and Partnership Site) that are normally edited.

- Top Horizontal Menu
- Full Width Logo
- Scrolling Banner

These sections are indicated in the picture below.

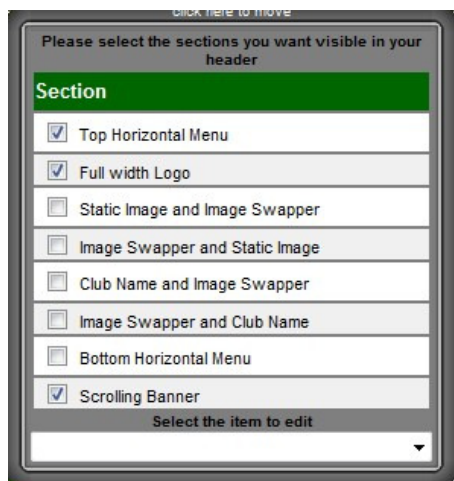


You need to log into the website in order to change any of these sections by typing your “User Name” and “Password” in the website and selecting “Login”.

13.1.1 How to Display Sections on Website

In order for the sections to be displayed on the website the sections need to be ticked.

In this example, all three sections (in example below) are ticked so all three sections will appear on the website.



Click here to move

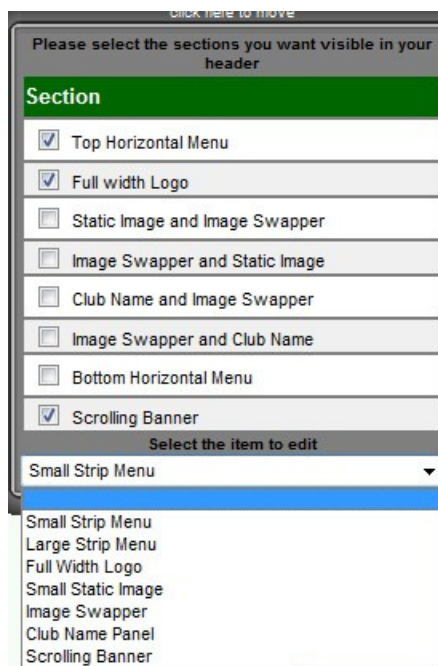
Please select the sections you want visible in your header

Section
<input checked="" type="checkbox"/> Top Horizontal Menu
<input checked="" type="checkbox"/> Full width Logo
<input type="checkbox"/> Static Image and Image Swapper
<input type="checkbox"/> Image Swapper and Static Image
<input type="checkbox"/> Club Name and Image Swapper
<input type="checkbox"/> Image Swapper and Club Name
<input type="checkbox"/> Bottom Horizontal Menu
<input checked="" type="checkbox"/> Scrolling Banner

Select the item to edit

13.1.2 Edit Sections on Website

In order to edit the sections, you need to “Select the item to edit” from the dropdown menu on the bottom of the list. You need to edit each item individually by selecting the item in the section below.



Click here to move

Please select the sections you want visible in your header

Section
<input checked="" type="checkbox"/> Top Horizontal Menu
<input checked="" type="checkbox"/> Full width Logo
<input type="checkbox"/> Static Image and Image Swapper
<input type="checkbox"/> Image Swapper and Static Image
<input type="checkbox"/> Club Name and Image Swapper
<input type="checkbox"/> Image Swapper and Club Name
<input type="checkbox"/> Bottom Horizontal Menu
<input checked="" type="checkbox"/> Scrolling Banner

Select the item to edit

Small Strip Menu

- Small Strip Menu
- Large Strip Menu
- Full Width Logo
- Small Static Image
- Image Swapper
- Club Name Panel
- Scrolling Banner

The section you select edit will appear in the list. In this example, the “Small Strip Menu” is selected.

13.1.3 Edit Top Horizontal Menu on Website

In order to edit the top horizontal menu, you need to select either Small Strip Menu (for the box on the left of the Horizontal Menu) or Large Strip Menu (for all the other boxes)

Small Strip Menu

Selecting the “Small Strip Menu” will allow open the ability to edit the link on the left of the top menu.

In this example the link is “Football Association of Ireland”.

The screenshot shows a website editing interface. At the top, there's a green header bar with navigation links: "Football Association of Ireland", "Mayo Association Football League", and "Mayo Womens League". Below this is a banner image of a football team with the text "MAYO ASSOCIATION FOOTBALL" and "Chairman & Secretary's meeting in Milebush Park on 1st May 2011".

On the left, there's a "Club Search" bar and a sidebar menu with links: Home, Latest News, Fixtures/Results/Tables, Cups Fixtures/Results, Connacht Junior Cup Draw 2010 / 2011 + Rules, Next Week's Fixtures, Last Week's Results, and Connacht Gold Cup.

The main editing area has three tabs: "Header", "Table Layout", and "Main Body". The "Header" tab is selected. A modal window titled "Please select the sections you want visible in your header" is open, showing a list of sections with checkboxes. The "Small Strip Menu" is selected. Below the modal, there's a "Menu Items" table with columns: Text, URL, and Target.

	Text	URL	Target
X	Football Association of Ireland	http://www.fai.ie	New Window
X			This Window

Buttons at the bottom right of the table: "Add new link", "Undo", "Preview", "Save", "Delete", and "Logout".

You can edit the “Small Strip Menu” from the “Header” Section.

The “Header” section will appear automatically when you select “Small Strip Menu”. There is no need to select “Table Layout” or “Main Body”.

Under “Menu Items” above, in the “Text” field, you can type the words you want to appear in the left top menu

(E.g. Football Association of Ireland).

In the URL field, you can type the corresponding link (e.g. <http://www.fai.ie>).

You need to “Add New Link” but not enter any information as in the example above. This is required for the small strip menu to display correctly. Otherwise, the small strip menu will appear on the top and not the middle of the left box.

You can “Preview” your changes before making them public to see that they are correct.

When you are satisfied with your changes you can click “Save”.

Large Strip Menu

Football Association of Ireland Mayo Association Football League Mayo Womens League

MAYO ASSOCIATION FOOTBALL

Club Search

Home
Latest News
Fixtures/Results/Tables
Cups Fixtures/Results
Connacht Junior Cup Draw 2010 / 2011 + Rules
Next Week's Fixtures
Last Week's Results
Connacht Gold Cup
Milebush Cup
Match Reports
Fixtures Diary 2010

Header Table Layout Main Body

Undo Preview Save Delete

Menu Items

Text	URL	Target
<input checked="" type="checkbox"/> Mayo Association Football League	http://inform.fai.ie/League/Clubs/portals/mafl/	New Window
<input checked="" type="checkbox"/> Mayo Womens League	http://inform.fai.ie/League/Clubs/portals/mayowomen/	New Window
<input checked="" type="checkbox"/> Mayo Schoolboys and Youths	http://inform.fai.ie/league/clubs/portals/MayoSchoolboysampYouthsLe	New Window
<input checked="" type="checkbox"/> Mayo Sports Partnership	http://www.mayosports.ie/	New Window

Add new link

Editing the “Large Strip Menu” is similar to editing the “Small Strip Menu” on the “Top Horizontal Menu”.

You can edit the “Large Strip Menu” from the “Header” Section. The “Header” section will appear automatically when you select “Large Strip Menu”. There is no need to select “Table Layout” or “Main Body”.

Under “Menu Items”, in the “Text” field, you can type the words you want to appear in the left top menu (e.g. Mayo Association Football League).

In the URL field, you can type the corresponding link (e.g. <http://inform.fai.ie/League/Clubs/portals/mafl/>)

You can repeat this for each link you want displayed on the “Top Horizontal Menu” (e.g. Mayo Women’s League, Mayo Schoolboys and Youths League and Mayo Sports Partnership).

You can “Preview” your changes before making them public to see that they are correct.

When you are satisfied with your changes you can click “Save”.

13.1.4 Edit Full Width Logo

The screenshot displays the website editor interface for the Mayo Association Football League. At the top, there is a green header bar with navigation links: "Football Association of Ireland", "Mayo Association Football League", and "Mayo Womens League". Below the header is a large banner image of a football team in green kits, with the text "MAYO ASSOCIATION FOOTBALL LEAGUE" overlaid. On the left side, there is a "Club Search" button and a vertical menu with links: "Home", "Latest News", "Fixtures/Results/Tables", "Cups Fixtures/Results", "Connacht Junior Cup Draw 2010 / 2011 + Rules", "Next Week's Fixtures", "Last Week's Results", "Connacht Gold Cup", "Milebush Cup", "Match Reports", and "Fixtures Diary 2010". The main editing area is divided into three tabs: "Header", "Table Layout", and "Main Body". The "Header" tab is selected, and a modal window titled "Please select the sections you want visible in your header" is open. This modal lists several sections with checkboxes: "Top Horizontal Menu" (checked), "Full width Logo" (checked), "Static Image and Image Swapper", "Image Swapper and Static Image", "Club Name and Image Swapper", "Image Swapper and Club Name", "Bottom Horizontal Menu", and "Scrolling Banner" (checked). Below the list, there is a dropdown menu labeled "Select the item to edit" with "Full Width Logo" selected. At the bottom of the modal are buttons for "Undo", "Preview", "Save", and "Delete". The "Attributes" section for the "Full Width Logo" is visible, showing fields for "width" (970), "height" (129), and "Image URL" (/League/Clubs/portals/MAFL/Media/Image/mayo_association). There is also a small icon button next to the Image URL field.

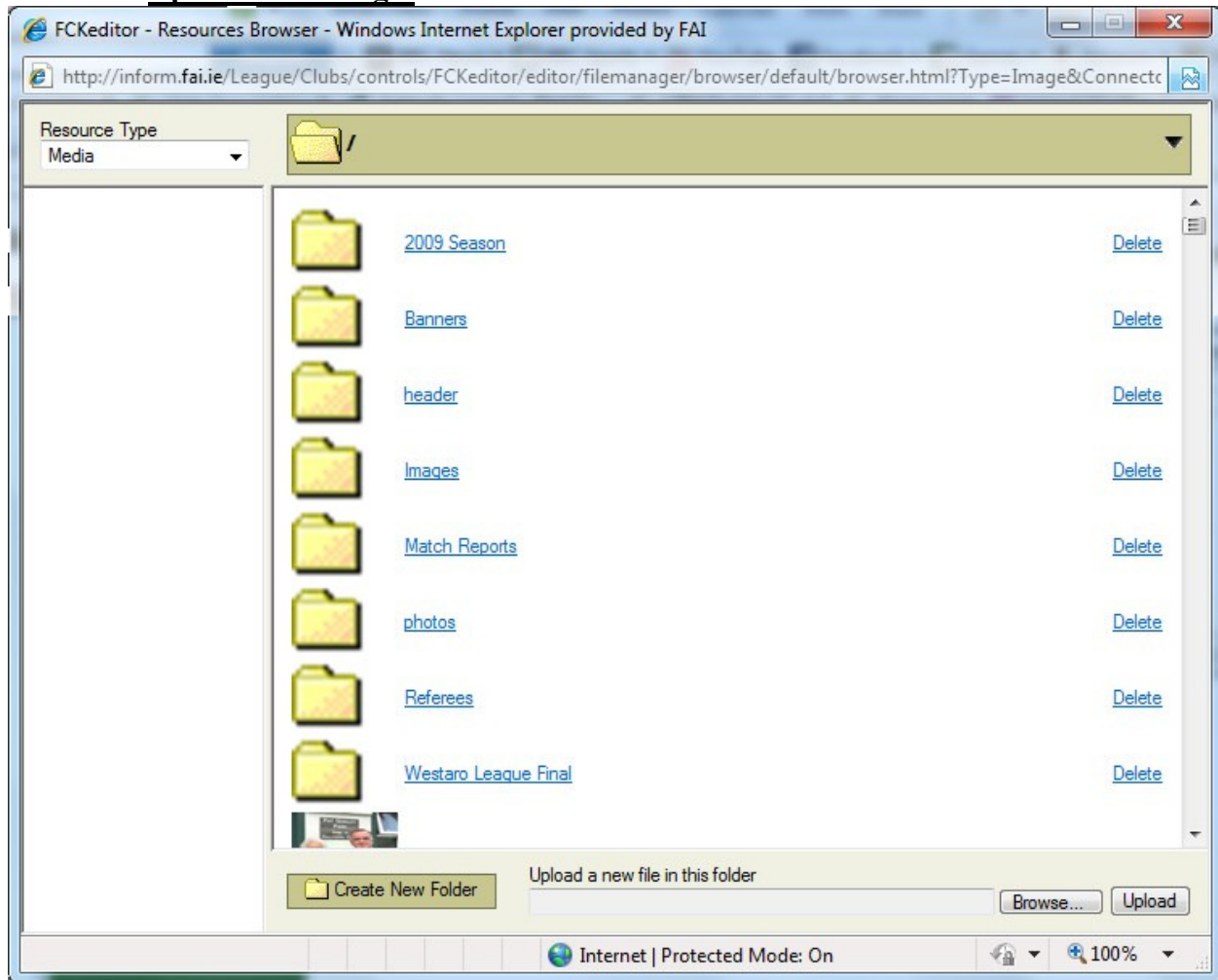
You can edit the “Full Width Logo” from the “Header” Section. The “Header” section will appear automatically when you select “Small Strip Menu”. There is no need to select “Table Layout” or “Main Body”.

In the “Attributes” section the width needs to be 970 and the height needs to be 129 to fit into the window.

You can “Preview” your changes before making them public to see that they are correct.

When you are satisfied with your changes you can click “Save”.

13.1.5 Upload New Images



You can upload new images in order to make them available for selection.

You first need to click “Browse” to locate the image.

You can then click “Upload”.

When the photo is uploaded you can then select the image you want to upload.

13.1.6 Edit Scrolling Banner

The screenshot shows the website editor interface for the Mayo Association Football website. The top navigation bar includes links for 'Football Association of Ireland', 'Mayo Association Football League', and 'Mayo Womens League'. The main header area features a large image of a football team in green kits with the text 'MAYO ASSOCIATION FOOTBALL' overlaid. Below this, a news item is visible: 'Chairman & Secretary's meeting in Milebush Park on Thursday 28th October at 8pm.'.

A modal window titled 'Please select the sections you want visible in your header' is open, showing a list of sections with checkboxes. The 'Scrolling Banner' section is checked. Below the list, there is a dropdown menu labeled 'Select the item to edit' with 'Scrolling Banner' selected. To the right of the modal is a 'Logout' button.

The editor interface has a left sidebar with a 'Club Search' icon and a list of menu items: Home, Latest News, Fixtures/Results/Tables, Cups Fixtures/Results, Connacht Junior Cup Draw 2010 / 2011 + Rules, Next Week's Fixtures, Last Week's Results, and Connacht Gold Cup.

The main editing area has tabs for 'Header', 'Table Layout', and 'Main Body'. The 'Header' tab is active, showing a 'Marquee' section. The 'Marquee' section has a 'Type Text' field with the text 'Chairman & Secretary's meeting in M' and a 'URL Image Separator' field. Below these fields are buttons for 'Add new text', 'Add new link', 'Add new image', and 'Add new image link'. At the top right of the editing area are buttons for 'Undo', 'Preview', 'Save', and 'Delete'.

You can edit the “Scrolling Banner” from the “Header” Section. The “Header” section will appear automatically when you select “Small Strip Menu”. There is no need to select “Table Layout” or “Main Body”.

Under “Marquee” in the text field, you can type the words you want to appear in the left top menu (e.g. Chairman & Secretary's meeting in Milebush Park on Thursday 28th October at 8pm)

You can also “Add new links”, “Add new images” and “Add new image links” if you want to but most scrolling banner is text only.

You can “Preview” your changes before making them public to see that they are correct.

When you are satisfied with your changes you can click “Save”.

13.1.7 Adding A News Item

News items can be added to the “Latest News Section” of the website indicated below.

[Football Association of Ireland](#) [Mayo Association Football League](#) [Mayo Womens League](#) [Mayo Schoolboys and Youths League](#) [Mayo Sports Partnership](#)



MAYO ASSOCIATION FOOTBALL LEAGUE

n Park on Thursday 28th October at 8pm.

 Club Search

[Forgot password](#) User Name Password

Viewing most recent 10 articles of type News

[Home](#)[Latest News](#)[Fixtures/Results/Tables](#)[Cups Fixtures/Results](#)[Connacht Junior Cup Draw 2010 / 2011 + Rules](#)[Next Week's Fixtures](#)[Last Week's Results](#)[Connacht Gold Cup](#)[Milebush Cup](#)[Match Reports](#)[Fixtures Diary 2010](#)

The Mayo Association Football League Presentation Dinner

Added : 20 October 2010

The Mayo Association Football League Presentation Dinner will take place in The Welcome Inn Hotel, Castlebar on Friday 26th November at 9pm.

[Read More...](#)

Masters League starting soon

Added : 20 October 2010

The Masters league is due to start in the next week or two

[Read More...](#)

Mayo League meeting

Added : 19 October 2010

A meeting of all Club Chairpersons & Secretaries will

[Read More...](#)

In order to the Create an Event, you need to login and select “Events” > “Create Event” at the bottom of the webpage.

[Player Transfers 2010](#)[MASTERS LEAGUE 2010/11](#)[First Registration Form](#)[Draft](#)[League Divisions 2011](#)[Forum](#)[My Details](#)[My Organisations](#)[Website Editor](#)[Discipline](#)[Player Registration](#)[Membership](#)[Competitions](#)

[Events](#)

[View Event List](#)[View Event Calendar](#)[Create Events](#)

A new section will open where you can edit insert the information for the event as indicated below.

Event Details				
Event Title	<input type="text" value="The Mayo Association Football League Presentation Dinner"/>			
Intro Text	<input type="text" value="The Mayo Association Football League Presentation Dinner will take place in The Welcome Inn Hotel, Castlebar on Friday 26th November at 9pm."/> <div style="float: right;"> <input type="checkbox"/> Team event <input type="checkbox"/> Has attachments <input type="checkbox"/> Has a venue <input type="checkbox"/> Has a web page </div>			
Event Type	News Articles ▼			
Category	▼			
Status	Pending ▼			
	Start Date	End Date	Start Time	End Time
Occurs Once ▼	<input type="text" value="20/10/2010"/>	<input type="text" value="20/10/2010"/>	<input type="text" value="00:00"/> ▼	<input type="text" value="00:00"/> ▼
<div> Source Image Link Table Code Undo Redo Bold Italic Underline ABC x₂ x² </div> <div> Text Color Background Color Font Size Font Family Align Left Align Center Align Right Justify Indent Outdent List Bulleted List Numbered Link Unlink Smiley More </div> <div> Style ▼ Format ▼ Font ▼ Size ▼ Color Background Image </div>				
<p>The Mayo Association Football League Presentation Dinner will take place in The Welcome Inn Hotel, Castlebar on Friday 26th November at 9pm.</p> <p>Presentations will be made to the Divisional League and Cup Winners, Footballer of the year, Secretary of the Year, Top Goalscorer, Club of the Year, Goalkeeper of the Year, Hall of Fame, Teams of the Year, Special Merit Awards and many more.</p> <p>Tickets can be ordered off John Durkan at €40 as soon as possible.</p> <p>The Special Guest will be announced in the coming weeks.</p>				
Access Level	<input checked="" type="radio"/> Public <input type="radio"/> Private			
Signup Level	<input type="radio"/> Club/CB Members Only <input type="radio"/> Members and Public <input checked="" type="radio"/> No Signup			
Select Default Contact	<input checked="" type="radio"/> Club Contact <input type="radio"/> Non-Club Contact			
Contact Name	Contact Phone	Contact Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
http://inform.fai.ie/League/ClubEvents/ViewEventDetails.aspx?id=800 <div> <input type="button" value="Preview Event"/> <input type="button" value="Save Event"/> </div>				

Event Title: Type the title of the Event here.

Intro Text: Insert the headline sentence or sentences to appear on the website.

Event Type: News Articles would be used mostly.

Status: You can keep this as Pending.

Start Date: The date you select is the date the Event will appear on the website. If you want it to appear immediately, you need to select today's date.

End Date: The End Date can also be today's date. This Event will not disappear the day after the End Date you have selected.

Notes: You need to type the news article in the Notes section. The text entered here is the article text.

Access Level: Set as “Public” if you want it displayed to all website viewers. Set as “Private” if you only want club members to view the event.

Preview Event: When you select “Preview Event”, you will be able to see the article before it’s displayed on the website.

Save Event: When you select “Save Event”, the Event will be posted on the website.

14 Player Registrations (Club and League Functions)

14.1 Creating a Registered Player and Adding To a Team

This flow describes the process of creating a new player, adding them to a team and registering them with the league.

14.1.1 Creating A Player

- Club Secretary/Registrar logs in to their club portal
- Select Player Management from the side menu followed by Player Entry Form.

Home	
News Centre	
Stats Centre	
▶ Club Details	
My Details	
▶ My Organisations	
▶ Website Editor	
▶ Player Management	Player Entry Form
▶ Membership	Assign Members To Teams
▶ Team Management	Registration Lists
▶ Events	Place Player On Transfer
	Accept Player Transfer

- Create a player – this flow will allow for age related flow changes, creating parent records etc. It is also possible to add the player to a particular team.
- Enter player details (fields in red indicate that the field is mandatory)
- Select Search For Player

First Name Last Name Date of birth Gender FAIR <input type="text"/> <input type="button" value="Search For Player"/> <input type="button" value="Confirm Player Details"/>	<input type="text" value="James"/> <input type="text" value="Long"/> <input type="text" value="11.06.1980"/> <input type="text" value="Male"/> <input type="text"/>
--	---

- If no records are returned from the search click on Add New Individual. If a record is returned then you can select that record so that you don't need to enter information that you have previously entered.

Player

First Name

Last Name

Gender

FAF ID

DOB

FAIR	Name	DOB	Status	Email	Organisation
No Records returned.					

Page 1 of 0 (0 items)

- Enter player contact details
- Enter registration details, enquiry and season are displayed by default
- Select the team to assign the player to. You can also assign the player at a later stage. The system allows for the same player to be assigned to more than one team without having to reenter the player details.
- Save Player Details.

First Name <input type="text" value="James"/> Last Name <input type="text" value="Long"/> Date of birth <input type="text" value="11.08.1980"/> Gender <input type="text" value="Male"/> FAIR <input type="text"/> <input type="button" value="Search For Player"/> <input type="button" value="Confirm Player Details"/>																			
Address Details Number <input type="text" value="1"/> Address1 <input type="text" value="The Meadows"/> Address2 <input type="text"/> Address3 <input type="text"/> City <input type="text" value="Abbotstown"/> County <input type="text" value="Dublin 15"/> Country <input type="text" value="IRELAND"/> Email Details Home Email <input type="text" value="jameslong@abbotstownrovers.ie"/> Work Email <input type="text"/> Preferred <input type="text" value="Home"/> Phone Details <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text" value="083"/></td> <td><input type="text" value="987854321"/></td> </tr> <tr> <td>Home</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Work</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fax</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Preferred</td> <td colspan="2"><input type="text" value="Mobile"/> </td> </tr> </tbody> </table>		Code	Number	Mobile	<input type="text" value="083"/>	<input type="text" value="987854321"/>	Home	<input type="text"/>	<input type="text"/>	Work	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>	<input type="text"/>	Preferred	<input type="text" value="Mobile"/>		Membership <input type="text" value="Enquiry"/> Season <input type="text" value="2011"/> Team <input type="text" value="Abbotstown Rovers FC (First"/>
	Code	Number																	
Mobile	<input type="text" value="083"/>	<input type="text" value="987854321"/>																	
Home	<input type="text"/>	<input type="text"/>																	
Work	<input type="text"/>	<input type="text"/>																	
Fax	<input type="text"/>	<input type="text"/>																	
Preferred	<input type="text" value="Mobile"/>																		
<input type="button" value="Clear Details"/> <input type="button" value="Save Player Details"/>																			

- Save confirmation message
- The message guides the user to add a new individual by clicking on the named button
- Or to select Registration list from the side menu.

<p>Player data has been saved. Now you can perform following actions:</p> <ul style="list-style-type: none"> - Add a new player by using the button at the bottom of the screen. - Select registration list from the menu on the left side to submit registration.
<input type="button" value="Add New Individual"/>

The player is now assigned to a team; they still need to be registered with the league. It is not necessary but if the user wishes to check all the players have been added to the team, click on Assign to Team in the membership menu as described below. Selecting the team from the drop down will display a list of all players assigned to that team. At this point any individuals that are members of the club can be assigned to the team.

- Select membership followed by Assign to Teams
- Player is already added to team,

[Home](#)
[News Centre](#)
[Stats Centre](#)
[Club Details](#)
[My Details](#)
[My Organisations](#)
[Website Editor](#)
[Player Management](#)
[Membership](#)
[Team Management](#)
[Events](#)

Season 2011
Range of ages All Gender Both
Team Abbotstown Rovers FC B [BTEAM]

Select Individuals

	First Name	Last Name	DOB
<input type="checkbox"/>		Long	01-01-1991
<input type="checkbox"/>		Given	01-01-1990
<input type="checkbox"/>		Kilbane	01-01-1990
<input type="checkbox"/>		O'Shea	01-01-1990
<input type="checkbox"/>	Paul	McShane	01-01-1990
<input type="checkbox"/>	Caleb	Folan	01-01-1990
<input type="checkbox"/>	Glen	Whelan	01-01-1990

Player Entry Form

Assign Members To Teams

Registration Lists

Place Player On Transfer

Accept Player Transfer

Remove	First Name	Last Name	DOB
<input type="checkbox"/>	Kevin	Doyle	01-01-1994
<input type="checkbox"/>	Richard	Dunne	01-01-1990
<input type="checkbox"/>	Robbie	Keane	01-01-1990
<input type="checkbox"/>	Damien	Duff	01-01-1990
<input type="checkbox"/>	James	Long	11-06-1980

14.1.2 Registering A Player With The League

Once all the players have been assigned to a team, they need to be registered with league. This will mean that the players will appear on the team's player's lists in other portals, Match Card for instance.

- Click on Membership followed by Registration List in the side menu.

Home	
News Centre	
Stats Centre	
Club Details	
My Details	
My Organisations	
Website Editor	
Player Management	Player Entry Form
Membership	Assign Members To Teams
Team Management	Registration Lists
Events	Place Player On Transfer
	Accept Player Transfer

- Select the team players are to be registered for.
- Select the league the team registered against.
- Select the season the team is playing in.
- Click on Search for players.
- Player appears with a registration status of Not Registered.

Home	Team Registration List			
News Centre	Team	Abbotstown Rovers FC B [BTEAM] ▼		
Stats Centre	League	Abbotstown Junior League ▼		
Club Details	Season	2011 ▼		
My Details	<input type="button" value="Search For Players"/>		4 players found.	
My Organisations	Team Registration Report			
Website Editor	Player Status	Pending ▼		
Player Management	<input type="button" value="Create Team Registration Sheet"/>			
Membership				
Team Management	Player List			
Events	Player	Doyle, Kevin	Last Club	<input type="text"/>
	DOB	01/01/1994	Last League	<input type="text"/>
	Gender	Male	DOB Verified	<input type="checkbox"/>
			Guardian Name	Giovanni G Trapattoni
	Reg Status	Not Registered	Guardian Signature	<input type="text"/>
			App Date	<input type="text"/>
			Approved Date	<input type="text"/>
	<input type="button" value="Submit Registration"/>			

All of the players added to the team can be registered on one sheet

- Click on Submit Registration to change the registration status to Pending

The screenshot shows a web application interface for team registration. On the left is a green sidebar menu with options: Home, News Centre, Stats Centre, Club Details, My Details, My Organisations, Website Editor, Player Management, Membership, Team Management, and Events. The main content area is titled 'Team Registration List' and contains several sections:

- Team Registration List:** Includes dropdown menus for Team (Abbotstown Rovers FC B [BTEAM]), League (Abbotstown Junior League), and Season (2011). Below these is a 'Search For Players' button and the text '4 players found.'
- Team Registration Report:** Includes a 'Player Status' dropdown menu set to 'Pending' and a 'Create Team Registration Sheet' button.
- Player List:** Displays a form for a specific player, Kevin Doyle. The form includes fields for Player Name, DOB (01/01/1994), Gender (Male), Last Club, Last League, Guardian Name (Giovanni G Trapattoni), Guardian Signature, App Date (12/07/2011), and Reg Status (Pending). A 'Submit Registration' button is at the bottom of the form.

- Select Player Status of Pending from the drop down list
- Click on Create Team Registration Sheet

This screenshot is similar to the previous one, showing the same web application interface. However, the 'Create Team Registration Sheet' button is now disabled (greyed out). A new link, 'Click here to download report..', has appeared below the 'Player Status' dropdown menu. The player registration form for Kevin Doyle remains the same.

- Click on Download Report link that appears

REGISTRATION REPORT - 2011Page 1 of 1
12/07/2011 15:40:54

League: Abbotstown Junior League

Club : Abbotstown Rovers FC

Team: Abbotstown Rovers FC B (BTEAM)

Player First Name	Player Last Name	Date Of Birth		Player Signature	Parent/Guardian First Name	Parent/Guardian Last Name	Parent/Guardian Signature	Signature Date
Kevin	Doyle	01/01/1994	M		Giovanni	Trapattori		

League Stamp

All players must be registered in accordance with current League, Provincial Association, FAIS, SF&I, WFAI and FAI Rules in compliance with FIFA Regulations on the Status and Transfer of Players. Signatories agree to be bound by the Club, League, Provincial Association, FAIS, SF&I, WFAI and FAI Rules. All signatories are entitled to inspect a copy of the relevant Club and League Rules to be informed on how to locate said rules. At the time of registering, the Club will make the player (and his/her parent/guardian, if applicable) aware of where copies of the Club Rules are posted and make the signatories aware of any codes of conduct applying to involvement in the team/subleague. In co-signing this form, Club and League Secretaries/Officials agree that details provided will be stored in line with FAI Data Protection Policy so as to comply with the Data Protection

Club Secretary Signature : _____ Date : _____ League Secretary Signature : _____ Date : _____

(This form is to be sent to the League in order that the registrations can be approved.
When the registration is approved, the player status will change from “Pending” to “Live”)

- The Club Secretary will now get the form signed by the pending players (and Parents as required) and then pass to the League Secretary.
- League Secretary logs into the league portal.
- Click on Player Registration followed Registration Summary

Player Registration	League Maintenance
Membership	Registration Summary
Referees	Transfer Approval List

- Pending Registrations are displayed
- Click on the team name hyperlink

Registration Request Summary

League Leinster Emerald Futsal League

Season Winter

Summary

Club	Team	Type	Pending	Active	Cancelled
Dublin Santos	Dublin Santos	First	2	3	0
Alpha Futsal Club	Alpha Futsal Club	First	0	0	0
Bray/St. Joseph's	Bray/St. Joseph's	First	0	0	0
ISL	ISL	First	0	0	0
North County Dublin	North County Dublin	First	0	0	0
Shamrock Rovers Futsal	Shamrock Rovers Futsal	First	0	0	0
Sporting Fingal Futsal	Sporting Fingal Futsal	First	0	0	0
St Josephs Waterford	St Josephs	First	0	0	0
St. Patrick's Athletic Futsal	St. Patrick's Athletic Futsal	First	0	0	0

- Approve to make active. Player will now appear in Match card and Statistics

Player Registration List

Club : Dublin Santos

Team : Dublin Santos

Status : Create Team Registration Sheet

Last Name	First Name	DOB	Gender	Application Date	Approval Date	Approved	Results	View Duplicate
Long	James	01/01/1985	Male	28/03/2011 16:14			Information	
Long	James	01/01/1985	Male	28/03/2011 16:14			Information	

14.2 Additional Details for Registering Underage Players (Under 18)

Players under the age of eighteen years require the consent of their parent/guardian in order to register. The system will calculate the age of the player from the date of birth, and then adjust the flow accordingly. The parent's details are taken, one parent is required but both can be entered for each underage player. This process is bullet pointed; screen shots have only been used to show differences to the adult flow.

- Login as Club Secretary
- Select Membership from the side menu followed by Player Entry Form
- Enter player details
- Search for Player
- If no records are returned from the search click on Add New Individual
- Click on Confirm Player Details

The screenshot shows a form titled "Player Details". It contains the following fields: "First Name" with the value "Jane", "Last Name" with the value "Junior", "Date of birth" with the value "01.01.1999" and a calendar icon, "Gender" with a dropdown menu showing "Female", and "FAIR" with an empty text box. Below the fields are two buttons: "Search For Player" and "Confirm Player Details".

- Enter Parent/Guardian details into panel that displays.
- Click on Search for Parent/Guardian
- Click on Add New Individual from the search results.
- Confirm Parent Details

The screenshot shows two side-by-side panels. The left panel is titled "Add New Player Details" and contains the same fields as the previous screenshot: "First Name" (Jane), "Last Name" (Junior), "Date of birth" (01.01.1999), "Gender" (Female), and "FAIR". It also has "Search For Player" and "Confirm Player Details" buttons. The right panel is titled "Parent/Guardian Details" and contains the following fields: "First Name" (Jane), "Last Name" (Parent), "Date of birth" (01.01.1989), "Gender" (Female), and "FAIR". It has "Search For Parent/Guardian", "Confirm Parent Details", and "Add Second Parent/Guardian" buttons.

The contact information added for the first parent/ guardian is displayed with the junior players record. Both parent records are stored in the CRM portal.

- Enter Contact Information
- Enter registration information including team
- Click on Save Player Details

Add New Player Details	Parent/Guardian Details																		
First Name <input type="text" value="Jane"/> Last Name <input type="text" value="Junior"/> Date of birth <input type="text" value="01.01.1999"/> Gender <input type="text" value="Female"/> FAIR <input type="text"/> <input type="button" value="Search For Player"/> <input type="button" value="Confirm Player Details"/>	First Name <input type="text" value="Jane"/> Last Name <input type="text" value="Parent"/> Date of birth <input type="text" value="01.01.1989"/> Gender <input type="text" value="Female"/> FAIR <input type="text"/> <input type="button" value="Search For Parent/Guardian"/> <input type="button" value="Confirm Parent Details"/> <input type="button" value="Add Second Parent/Guardian"/>																		
Contact Information	Registration Information																		
Address Details Number <input type="text" value="22"/> Address1 <input type="text" value="The Road"/> Address2 <input type="text" value="Somearea"/> Address3 <input type="text"/> City <input type="text" value="Long Town"/> County <input type="text" value="Cavan"/> Country <input type="text" value="IRELAND"/> Email Details Home Email <input type="text" value="first.sports@first.sports.com"/> Work Email <input type="text"/> Preferred <input type="text" value="Home"/> Phone Details <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text" value="0123654"/></td> <td><input type="text" value="1236564789"/></td> </tr> <tr> <td>Home</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Work</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fax</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Preferred</td> <td colspan="2"><input type="text" value="Mobile"/> </td> </tr> </tbody> </table>		Code	Number	Mobile	<input type="text" value="0123654"/>	<input type="text" value="1236564789"/>	Home	<input type="text"/>	<input type="text"/>	Work	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>	<input type="text"/>	Preferred	<input type="text" value="Mobile"/>		Membership <input type="text" value="Enquiry"/> Season <input type="text" value="Winter"/> Team <input type="text" value="Dublin Santos [First]"/>
	Code	Number																	
Mobile	<input type="text" value="0123654"/>	<input type="text" value="1236564789"/>																	
Home	<input type="text"/>	<input type="text"/>																	
Work	<input type="text"/>	<input type="text"/>																	
Fax	<input type="text"/>	<input type="text"/>																	
Preferred	<input type="text" value="Mobile"/>																		
<input type="button" value="Clear Details"/> <input type="button" value="Save Player Details"/>																			

14.3 Transferring Players (Players Changing Clubs Between Seasons within the same league)

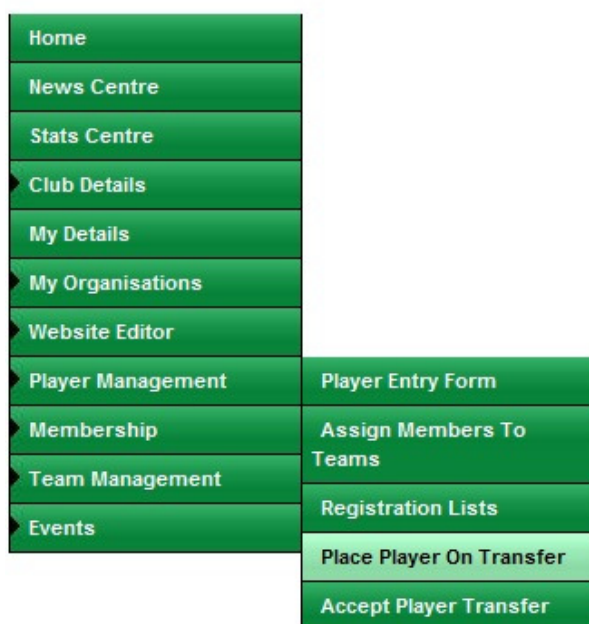
This function is important where a player is **changing clubs between seasons within the same league**. The FAIR number is available from the club where the player is moving from).

Transferring registered players between clubs is achieved by placing the player on a transfer list. The club wishing to receive the player then accepts them from the list. The final stage is to have the league approve the transfer. Once all these stages have been completed the player will be registered to play for the new team.

14.3.1 **Transferring Club**

Login as Club Secretary/Registrar to club transferring player.

Select Player Management followed by Place Player on Transfer from the side menu.

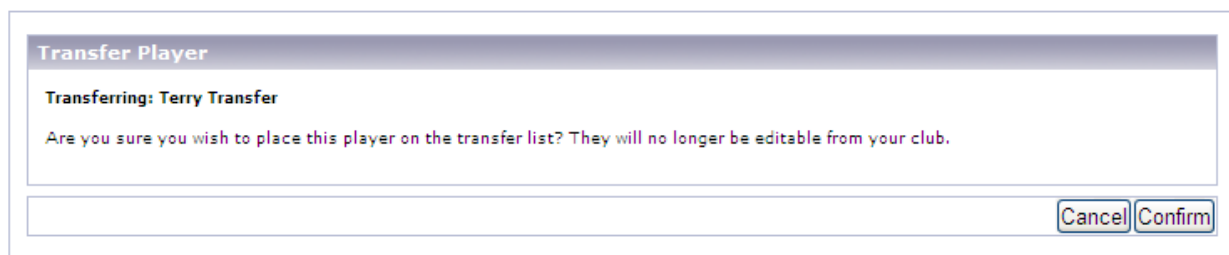


Enter the player's details and click on Search (FAIR Number, First Name, Last Name, DOB)
Click on the Select link for the player to be transferred

The image shows a web form titled 'Search for player'. It has four input fields: FAIR (empty), First Name (filled with 'terry'), Last Name (filled with 'transfer'), and DOB (filled with 'dd.mm.yyyy'). Below the fields are 'Search' and 'Clear' buttons. Below the buttons is a table with one row of data. The table has columns: FAIR, First Name, Last Name, DOB, and Old Club. The data row shows: FAIR 23709, First Name Terry, Last Name Transfer, DOB 01.01.1985, and Old Club Manulla FC. To the left of the FAIR value is a 'Select' link. Below the table is a pagination bar with navigation buttons and the text 'Page 1 of 1 (1 items)'.

	FAIR	First Name	Last Name	DOB	Old Club
Select	23709	Terry	Transfer	01.01.1985	Manulla FC

Confirm the transfer.



A confirmation dialog box titled "Transfer Player". It contains the text "Transferring: Terry Transfer" and a question: "Are you sure you wish to place this player on the transfer list? They will no longer be editable from your club." At the bottom right, there are two buttons: "Cancel" and "Confirm".

Click on Transfer another player or click on a side menu item to exit.



A confirmation dialog box titled "Confirm Details". It contains the text "Terry Transfer has been placed on the transfer list". At the bottom right, there is a button labeled "Transfer another player".

14.3.2 Receiving Club

The Club Secretary for the receiving club logs in.

Select membership followed by Accept Player Transfer from the side menu

Home	
News Centre	
Stats Centre	
Club Details	
My Details	
My Organisations	
Website Editor	
Player Management	Player Entry Form
Membership	Assign Members To Teams
Team Management	Registration Lists
Events	Place Player On Transfer
	Accept Player Transfer

- Search for the Player to be accepted (FAIR No., First Name, Last Name, DOB)
- All the players' details must be entered to ensure the correct player is transferred.
- From the results click on the Select link displayed next to the player displayed.

Search for player

FAIR: 23709 First Name: terry Last Name: transfer DOB: 01.01.1985

[Search](#) [Clear](#)

	FAIR	First Name	Last Name	DOB	Old Club
Select	23709	Terry	Transfer	01.01.1985	Manulla FC

Page 1 of 1 (1 items)

Select membership type from the drop down list

Click on transfer into club

Transfer Player

Transfer Requested: Terry Transfer

Player found on transfer list. Confirm to Accept Transfer.

Membership:

[Cancel](#) [Transfer Into Club](#)

Click on return to transfer list or a side menu item to exit

Confirm Details

Terry Transfer is now a pending member. Notification sent to previous league for approval.

[Return to transfer list](#)

14.3.3 League Transfer Approval

The League Secretary/Registrar for the transferring club logs in.
Click on Player Registration followed by transfer approval list

▶ Player Registration	League Maintenance
▶ Membership	Registration Summary
▶ Referees	Transfer Approval List

Select the player by clicking on the link.

	FAIR	First Name	Last Name	DOB	Old Club
Select	23709	Terry	Transfer	01.01.1985	Manulla FC

Page 1 of 1 (1 item)

It is possible for the user to check the players discipline history before approving the transfer by clicking on the link.

Select the transfer status from the drop down list
Click on Update Transfer

Transfer Player
Terry Transfer
[View Disciplinary History](#)
Transfer Approved
Transfer Approved
Transfer Not Approved

Click on Return to Transfer list

Confirm Details
Terry Transfer has been transferred and is now available for registration at Dublin Santos